

12.0 IMUA KĀKOU – YOUNG ADULT VOLUNTARY FOSTER CARE PROGRAM

OVERVIEW

The Federal government recognizes that children do not instantly become responsible adults at age 18 and that they continue to need support well past the age of 18. As a result of the Affordable Care Act, former foster youth who were enrolled in Medicaid on their 18th birthday are conditionally eligible for continued enrollment in Medicaid through their 26th birthday. Former foster youth benefit further under the Fostering Connections to Success and Increasing Adoptions Act of 2008, which permits states to claim federal reimbursement of a portion of the cost for caring and supervising Title IV-E eligible foster youth until their 21st birthday, under certain conditions. Similar benefits apply to former foster youth who were placed under a guardianship or adopted on or after their 16th birthday.

Following the federal lead, Hawai'i enacted the Young Adult Voluntary Foster Care Program, which went into effect on July 1, 2014. The purpose of this legislation is to provide care and support to eligible former foster youth until their 21st birthday and “to support former foster youth in the transition to adulthood and becoming independent and self-sufficient.” To enter the program, the former foster youth must have attained the age of 18 while under the DHS’ foster custody or permanent custody and must no longer be the subject child in a H.R.S. Chapter 587A case. Youth who, after attaining the age of 16, were placed in legal guardianship or adopted may also be eligible for the program’s financial and case management benefits if they meet the eligibility criteria and if their guardianship or adoptive relationship is no longer emotionally and financially supportive; otherwise, they may receive only extended guardianship or adoption financial assistance until their 21st birthday if they meet the eligibility criteria for the Young Adult Voluntary Foster Care Program. The young adult’s participation in the program is voluntary; however, the young adult must continuously meet the eligibility requirements for the program to receive its benefits. Young adults have named the program, Imua Kākou (“moving forward together”).

GOALS OF THE IMUA KĀKOU PROGRAM

1. Young adults who have experienced foster care will have the same building blocks for success in family, work, and adult life that are available to their peers in intact families.
2. The Imua Kākou program will have developmentally appropriate supports and services for youth transitioning from foster care to adulthood.
3. Young adults have a meaningful voice in all aspects of decision making about their lives and future, including case planning and court proceedings.
4. The Imua Kākou program will provide high quality oversight and accountability to ensure that services lead to positive life outcomes.

AUTHORITY

PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008
PL 111-148, Patient Protection and Affordable Care Act
42 USC Chapter 7, Sub Chapter IV, Part B, Child and Family Services
42 USC Chapter 7, Sub Chapter IV, Part E, Federal Payments for Foster Care and Adoption Assistance
45 CFR Subtitle B, Chapter XIII, Subchapter G, The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance, and Child and Family Services
HRS Chapter 346, Part XIX, Young Adult Voluntary Foster Care Act (currently at 346-391 thru 407)
HRS Chapter 587A, Child Protective Act
HRS Chapter 578, Adoption
HRS Chapter 560:5 Part 2, Guardianship of a Minor (at 560:5-201 thru 210)
HAR 17-1618, Young Adult Voluntary Foster Care
HAR Title 17, Subtitle 6, Benefit, Employment, and Support Services Division
HAR Title 17, Subtitle 11, Child Welfare Services Programs
HAR Title 17, Subtitle 12, Med-Quest Division

CONTENTS OF PROCEDURES

- 12.1 [Opening A Case](#)
- 12.2 [Case Monitoring](#)
- 12.3 [Voluntary Foster Care Services](#)
- 12.4 [Case Plans](#)
- 12.5 [Placements](#)
- 12.6 [Social Capital](#)
- 12.7 [Case Termination](#)
- 12.8 [Miscellaneous](#)

DEFINITIONS

“90-Day Transition Plan” means the individualized exit plan developed with the child or young adult and the DHS, or an agency acting on its behalf, which includes specific options on housing, health insurance, health care treatment decisions (if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State law to make such decisions), education, local opportunities for mentors and continuing support services, work force supports and employment services.

“Case plan” means a plan developed by the department, in consultation with the young adult, as developmentally appropriate, containing a written description of the programs and services that will help the young adult transition from foster care to independent living.

“Child” means a person who is born alive and is less than eighteen years of age or a **young adult** age eighteen and up to twenty-one under the department’s responsibility for placement and care.

“Child-Caring Institution” means a private child caring institution, or a public child caring institution which accommodates no more than 25 children, and is licensed by the State in which it is situated or has been approved by the agency of such State licensing authority responsible for licensing or approval of institutions of this type as meeting the standards established for such licensing except, in the case of a child who has attained 18 years of age, the term includes a supervised setting in which the individual is living independently. This definition must not include detention facilities, forestry camps, training schools, or any other facility operated primarily for the detention of children who are determined to be delinquent.

“Material Non-Compliance” means that the young adult is non-compliant with the case plan for a total of 45 consecutive days; or the young adult has not contacted or responded to the IMUA KĀKOU CASE MANAGER for 45 consecutive days.

“Placement Responsibility” means that the Department of Human Services has placement oversight of the living arrangements of children or young adults under jurisdiction pursuant to HRS Chapter 346.

‘Social Capital’ means the “social relationships and networks that support healthy development.”¹

“Supervised Independent Living Setting” means a placement or housing arrangement in which a young adult will live independently but will continue to receive support and assistance by the DHS or an agency acting on its behalf.

“Voluntary Care Agreement” means a written agreement that specifies the rights and obligations of the young adult and the DHS, or an agency acting on its behalf, and the legal status of the young adult who is no longer the subject child pursuant to HRS Chapter 587A and who voluntarily consents to participate in the DHS’ young adult voluntary foster care program.

“Voluntary Placement” means an out-of-home placement of the young adult after the young adult requested the assistance of the agency and signed a voluntary care agreement.

¹ “Issue Brief #2 – Social Capital: Building Quality Networks for Young People in Foster Care.” Jim Casey Youth Opportunities Initiative. <http://jimcaseyyouth.org/social-capital-building-quality-networks-young-people-foster-care> (last checked January 03, 2014)

12.1 OPENING A CASE

TABLE OF CONTENTS

12.1.1 [AUTHORITY](#)

12.1.2 [DEFINITIONS](#)

[“90-Day Transition Plan”](#)

[“Child”](#)

[“Placement Responsibility”](#)

[“Supervised Independent Living Setting”](#)

[“Voluntary Care Agreement”](#)

[“Voluntary Placement”](#)

12.1.3 [PROCEDURES](#)

- A. [Imua Kākou Program Eligibility Requirements](#)
- B. [Point of Contact and Referral](#)
- C. [Venue](#)
- D. [Imua Kākou Program Application – Beginning the Eligibility Process](#)
- E. [Documents Supporting Participation in a Qualifying Activity](#)
- F. [List of Acceptable Documentation for Eligibility](#)
- G. [CWS Liaison Initial Contact with Young Adult](#)
- H. [Young Adults with Medical Conditions](#)
- I. [Young Adults Receiving Social Security Income \(SSI\)](#)
- J. [Young Adults Receiving Temporary Assistance for Needy Families \(TANF\)](#)
- K. [Voluntary Care Agreement \(VCA\)](#)
- L. [Voluntary Foster Care Services](#)
- M. [Form 1504, Notice of Eligibility for the Imua Kākou program](#)
- N. [Voluntary Placements](#)
- O. [Foster Care Maintenance Payments](#)
- P. [Petition for Admission into the Imua Kākou program](#)
- Q. [Hearing on the Petition for Admission into the Imua Kākou Program](#)
- R. [CWS Case Maintenance](#)
- S. [Roles of the CWS Liaison, IMUA KĀKOU CASE MANAGER and 587A worker](#)

12.1.1 AUTHORITY

PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

PL 111-148, Patient Protection and Affordable Care Act

42 USC Chapter 7, Sub Chapter IV, Part B, Child and Family Services

42 USC Chapter 7, Sub Chapter IV, Part E, Federal Payments for Foster Care and Adoption Assistance

45 CFR Subtitle B, Chapter XIII, Subchapter G, The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance, and Child and Family Services

HRS Chapter 346, Part XIX, Young Adult Voluntary Foster Care Act (currently at 346-391 thru 407)

HRS Chapter 587A, Child Protective Act

HAR 17-1618, Young Adult Voluntary Foster Care

HAR Title 17, Subtitle 6, Benefit, Employment, and Support Services Division

HAR Title 17, Subtitle 11, Child Welfare Services Programs

HAR Title 17, Subtitle 12, Med-Quest Division

12.1.2 DEFINITIONS

“90-Day Transition Plan” means the individualized exit plan developed with the child or young adult and the DHS, or an agency acting on its behalf, which includes specific options on housing, health insurance, health care treatment decisions (if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State law to make such decisions), education, local opportunities for mentors and continuing support services, work force supports and employment services.

“Child” means a person who is born alive and is less than eighteen years of age or a **young adult** age eighteen and up to twenty-one under the department’s responsibility for placement and care.

“Placement Responsibility” means that the Department of Human Services has placement oversight of the living arrangements of children or young adults under jurisdiction pursuant to HRS Chapter 346.

“Supervised Independent Living Setting” means a placement or housing arrangement in which a young adult will live independently but will continue to receive support and assistance by the DHS or an agency acting on its behalf.

“Voluntary Care Agreement” means a written agreement that specifies the rights and obligations of the young adult and the DHS, or an agency acting on its behalf, and the legal status of the young adult who is no longer the subject child pursuant to HRS Chapter 587A and who voluntarily consents to participate in the DHS’ young adult voluntary foster care program.

“Voluntary Placement” means an out-of-home placement of the young adult after the young adult requested the assistance of the agency and signed a voluntary care agreement.

12.1.3 PROCEDURES

A. Imua Kākou Program Eligibility Requirements

1. The young adult was under the permanent custody, foster custody, voluntary foster custody, or court-ordered temporary foster custody of the Department of Human Services (DHS) at the time when the young adult:
 - a. Attained age 18;
 - b. As a child, was placed in guardianship after attaining the age of 16 and the legal guardians are no longer willing to provide emotional and financial support (e.g. shelter); or
 - c. As a child, was adopted after attaining the age of 16 and the adoptive parents are no longer willing to provide emotional and financial support (e.g. shelter);
2. The young adult is no longer the subject child pursuant to Chapter 587A;
3. The young adult voluntarily consents to participate in the Young Adult Voluntary Foster Care program (Imua Kākou) and meets the program requirements;
4. The court finds that exercising jurisdiction pursuant to Chapter 346 is in the young adult's best interests; AND
5. The young adult is:
 - a. Completing secondary education or a program leading to an equivalent credential*;
 - b. Enrolled in an institution that provides post-secondary or vocational education;
 - c. Participating in a program or activity designed to promote or remove barriers to employment;
 - d. Employed for at least 80 hours per month; or
 - e. Incapable of doing any of the activities described in (a.) to (d.) due to a medical condition, which incapability is supported by regularly updated information in the case plan of the young adult.

*note: youth can continue in their 587A case past age 18 until graduation or age 19 while in a Department of Education school and may continue CWS services until age 21, with a qualifying medical condition, or until such earlier age when the medical condition is no longer disabling, while residing in a resource home licensed for the young adult's stay.

B. Point of Contact and Referral. If a young adult under age 21 is interested in the Imua Kākou program, direct the young adult to Shakatown to register for an account and to apply for the program. The 587A case worker, Independent Living worker, or EPIC `Ohana can help with the application. Contact Shaka for technical assistance, e.g. forgot password or uploading documents. The Point of Contact can also do the following:

1. Inform the young adult about medical coverage. Foster youth, who meet the criteria in section **A. 1.**, should have continuous Medicaid coverage until age 26 if the MedQuest

Division (MQD) has current contact information. If mail from MQD is returned, coverage may stop, and the young adult will need to reapply. The young adult can contact MQD to check their health insurance status.

2. Inform the young adult about Youth Circles to assist with transition planning. EPIC `Ohana provides Youth Circles until age 26 for young adults who can become eligible for the Higher Education Program and who have not exhausted benefits. Assist the young adult with referral.
3. Inform the young adult about Independent Living Program services. ILP services are available until age 27 to help young adults transition into adulthood. Currently, the ILP providers are also contracted to provide Imua Kākou case management.

C. Venue. Venue shall be decided on a case by case basis. However, it is recommended that the case be referred to the CWS Liaison at that place identified by the young adult as “home.”

D. Imua Kākou Program Application – Beginning the Eligibility Process. All young adults must complete an online application for the Imua Kākou program to begin the eligibility or re-eligibility process and submit documents supporting current participation in a qualifying activity. Young adults can access the application on Shakatown after registering. Anyone can assist the young adult in completing the application, including the 587A case worker, Independent Living worker and EPIC `Ohana.

1. The CWS Liaison shall:
 - a. Aid any child or former foster youth seeking assistance for admission or readmission into the Imua Kākou program; AND
 - b. Manage all Imua Kākou program applications.

E. Documents Supporting Participation in a Qualifying Activity. The CWS Liaison must receive supporting documents before the DHS can decide whether the young adult is eligible. If the original documents (tangible form) are provided to CWS staff, or the contracted service provider, the worker shall scan and upload a copy to the application in Shaka and return the originals to the young adult.

F. List of Acceptable Documentation for Eligibility.

1. **Enrollment in High School or GED Program:** School transcript; OR letter from the Principal, Program Director, or school registrar.
2. **Post-Secondary Education or Vocational Program:** School transcript; OR letter from the Dean, Program Director, or Admissions office.
3. **Employment (full-time, part-time, on-call, independent contract, self, etc.):** Recent pay stub; OR letter from employer with employer’s Tax ID number.
4. **Activities to promote or remove barriers to employment (including working less than 20 hours per week, apprenticeships, internships, volunteering, employment preparation and skills training, residential substance abuse treatment, etc.):** Documentation supporting employment for less than 80 hours per month; Letter of enrollment from the Hawai`i Department of Labor and Industrial Relations, Unemployment Insurance Division,

or other employment service; letter of acceptance or participation; resume drafts; copies of completed job applications, etc.

5. **Medical Condition:** MDT report, letter from the diagnosing or treating doctor, OR other written documentation identifying a qualifying medical condition (e.g. high-risk pregnancy, impending or recent child birth, physical injury, schizophrenia, etc.), the projected time frame for how long the medical condition is expected to render the young adult disabled and from what activities, and recommendations for treatment, management, and improving the young adult's prospects for becoming independent and self-sufficient.

G. CWS Liaison Initial Contact with Young Adult. The CWS Liaison shall contact the young adult within 7 working days of the application's submittal to:

1. Review the provisions of and sign the Voluntary Care Agreement, if ELIGIBLE; or
2. Explain the reason for the disposition made on the young adult's application, if RETURNED, INELIGIBLE, or REFERRED, and to discuss next steps.
 - a. Mark RETURNED on applications that are inaccurate or missing information, e.g. documents supporting current participation in a qualifying activity are missing from the application.
 - b. Mark INELIGIBLE only those applications submitted by young adults who are determined ineligible and who have not been informed of or referred to other resources, including community, state, tribal, and/or federal resources.
 - c. Mark REFERRED those applications where ineligible young adults are referred to other resources, e.g. Extended Permanency/Adoption Assistance, Higher Education Program, MedQuest Division (MQD), Institute for Human Services (IHS), Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), General Assistance (GA), Social Security Income (SSI), Free Application for Federal Student Aid (FAFSA), Hawai'i Community Foundation Scholarship Program, Kamehameha Schools scholarships and financial aid for Native Hawaiians, Opportunity Passport, Hawai'i State Higher Education Board Allowance Program, etc.

H. Young Adults with Medical Conditions.

1. **Young Adults Continuing in DHS Licensed Resource Homes.** Young adults with qualifying medical conditions who continue from their 587A case to reside in DHS licensed resource homes will be considered for the Imua Kākou program on a case by case basis. These young adults can continue to receive CWS services, including board payment, until age 21 without Imua Kākou case management and court involvement and may qualify for Department of Health, Developmental Disabilities Division services, including case management, which is more appropriate for addressing the challenges these young adults face. There may be unintended consequences for the young adult in terms of other benefits and services upon entering Imua Kākou. For example, Difficulty of Care payments are not paid for young adults in Imua Kākou because the DHS does not license placements for Imua Kākou participants.
2. **Young Adults Residing in Supervised Independent Living Settings (SILS).** All young adults in the Imua Kākou program shall identify a concurrent activity and a contingent activity for

maintaining eligibility. The Imua Kākou program is designed to assist young adults in their transition into adulthood and becoming independent and self-sufficient.

- I. **Young Adults Receiving Social Security Income (SSI).** Before signing the Voluntary Care Agreement, the CWS Liaison shall confirm whether the young adult receives SSI. The CWS Liaison shall inform the young adult (and legal caretakers, if applicable) that eligibility to receive Imua Kākou payments must be reported to the Social Security office because extended foster care maintenance payments may be counted as unearned income. The young adult's SSI payment will be adjusted accordingly. If Imua Kākou payments are not reported, Social Security may generate an overpayment balance for the young adult, or other payee, to repay.
- J. **Young Adults Receiving Temporary Assistance for Needy Families (TANF).** The young adult cannot receive TANF payments and Imua Kākou payments for the same period of service. The CWS Liaison shall explain the economic benefit of receiving financial support through the Imua Kākou program versus receiving Temporary Assistance to Needy Families (TANF).
- K. **Voluntary Care Agreement (VCA).** Once the CWS Liaison makes an application determination of ELIGIBLE, the CWS Liaison shall:
 1. Complete the VCA, which includes checking off all applicable categories of eligibility;
 2. Review the VCA with the young adult;
 3. Have the young adult initial each provision and sign the VCA; AND
 4. File the VCA with the petition to the court within 30 days of signing and within 15 days of the next hearing for admission into the Imua Kākou program.
- L. **Voluntary Foster Care Services.** Once eligibility is confirmed and the VCA has been signed, the young adult becomes eligible to receive services, such as case management, Foster Care Maintenance payments, clothing allowances, bus pass reimbursements, and keiki benefits, if applicable. However, services can be terminated if the young adult does not follow through with program requirements, such as participating in the initial hearing and meeting with the case manager each month, etc.
- M. **Form 1504, Notice of Eligibility for the Imua Kākou payment.** The CWS Liaison shall send Form 1504 to notify the young adult of the DHS' disposition within 5 working days of the final disposition. The CWS Liaison shall also upload Form 1504 to the young adult's case file in Shaka.
- N. **Voluntary Placements.** Voluntary placements in Imua Kākou include Supervised Independent Living Settings (SILS). See Section 12.5 Placements. A variety of living arrangements can qualify as SILS, e.g. renting a room, living with biological parents or former resource caregivers, living in a dormitory, etc., so long as DHS has placement oversight and the young adult participates in monthly case management services.
 1. **Place of Residence.** The DHS/CWS Liaison shall:
 - a. Confirm with the young adult their current place of residence, which may be

different from the mailing address;

- b. Explain to the young adult that a home visit must occur to approve the placement and to assess for housing services (See Section **12.5** Placements); and
- c. Never use a negative placement determination as a reason to stop Imua Kākou services. DHS approval of Supervised Independent Living Settings are necessary for Title IVE reimbursement.

2. Approval Process. See Section **12.5** Placements for the process in greater detail.

- a. If young adults do not disclose where they are living, the DHS shall not approve the placement.
- b. If the DHS, the IMUA KĀKOU CASE MANAGER, or courtesy supervision worker has not visited the place of residence and assessed the young adult for housing services, the DHS may not approve the placement.
- c. The DHS, the IMUA KĀKOU CASE MANAGER, or courtesy supervision worker shall visit the young adult at their current place of residence within 60 days after the signing of the Voluntary Care Agreement.
- d. The DHS, the IMUA KĀKOU CASE MANAGER, or courtesy supervision worker shall conduct a placement assessment as part of the Imua Kākou Case Plan, Housing section, using the Ansell Casey Life Skills tool, SILS assessment, or another tool approved by the DHS. See Section **12.4** Case Plans.
- e. The DHS, the IMUA KĀKOU CASE MANAGER, or courtesy supervision worker shall review with the young adult a list of Placement Considerations, see Section **12.5** Placements.
- f. The DHS, the IMUA KĀKOU CASE MANAGER, or courtesy supervision worker shall also review with the young adult the physical condition of the placement.
- g. The DHS or the IMUA KĀKOU CASE MANAGER shall use the results of each assessment to identify areas of need for housing services as part of the Imua Kākou Case Plan.
- h. The DHS shall decide whether to approve the placement within 60 days after the signing of the Voluntary Care Agreement.

3. Placement Assistance. If the DHS or the IMUA KĀKOU CASE MANAGER assess that the young adult requires immediate placement assistance, the CWS Liaison and the IMUA KĀKOU CASE MANAGER shall immediately help to place the young adult.

O. Foster Care Maintenance Payments. See also Section **12.3** Voluntary Foster Care Services.

1. Supervised Independent Living Settings. Young adults who live in Supervised Independent Living Settings (SILS) receive payment through the supervising provider, i.e. the IMUA KĀKOU CASE MANAGER, generally, during monthly visits.

- a. The IMUA KĀKOU CASE MANAGER:
 - i. Shall work with the young adult to create a budget showing how the foster care maintenance payment will be used, e.g. \$400 for rent, \$250 for food,

\$26 other. Only after completing this activity can the payment be given to the young adult.

- ii. May distribute payments during monthly visits.

2. **Young Adults Living with their Children in Voluntary Foster Care (Imua Kākou).** Foster care maintenance payments paid on behalf of the young adult shall include the costs of the young adult’s child if that child resides in the young adult’s care. The payment amount made to the young adult for their child will be at the current Foster Care Maintenance Payment age-tiered rate.
3. **Monthly Visits.** Foster care maintenance payments shall be withheld for the months when the young adult misses the monthly visit with the IMUA KĀKOU CASE MANAGER, courtesy supervision worker, or CWS Liaison. Monthly in-person visits are required for Title IV-E reimbursement.
4. **Participation in a Qualifying Activity.** Foster care maintenance payments shall be withheld for the months when the young adult has not fulfilled participation requirements for eligibility. Participation in an activity is required for Title IV-E reimbursement.
5. **Judicial Determinations and Orders.** These judicial determinations and orders are necessary for Title IV-E reimbursement:
 - a. Foster care maintenance payments shall be terminated if the court has not made a judicial determination within the 180 days since the young adult signed the Voluntary Care Agreement that remaining in foster care is in the young adult’s best interest.
 - b. Foster care maintenance payments shall not continue if the court does not hold a periodic Judicial Review within six months of the date that the young adult signed the Voluntary Care Agreement, and at least every six months thereafter, and make findings that continuation in foster care is in the young adult’s best interest and reasonable efforts were made by the DHS to finalize a permanency plan.
6. **Imua Kākou Case Plan.** Please review **Definitions**, “Case Plan” and “90-Day Transition Plan,” as both apply here. For IV-E reimbursement, the initial case plan must be completed within 60 days from the signing of the Voluntary Care Agreement and updated within 90 days of the young adult’s emancipation from Imua Kākou voluntary foster care. See Section **12.4** Case Plans for other requirements.

P. Petition for Admission into the Imua Kākou Program.

1. After the young adult signs the Voluntary Care Agreement, the CWS Liaison shall ensure that:
 - a. The petition is filed within 30 days of the signing of the Voluntary Care Agreement AND within 15 days of the next hearing for admission into the program as this meets requirements for Title IV-E reimbursement;

- b. The original petition and attached documents are maintained in the case file;
- c. The young adult receives a copy of the petition; AND
- d. The IMUA KĀKOU CASE MANAGER receives a copy of the petition.

2. The petition shall contain:

- a. The young adult's name, date of birth, and FC-S number;
- b. A statement of facts supporting:
 - i. The reasonable efforts made by the DHS to achieve permanency for the young adult;
 - ii. The eligibility of the young adult for the Imua Kākou program; and
 - iii. Why it is in the best interest of the young adult to extend foster care services; AND
- c. A copy of the SIGNED Voluntary Care Agreement, as an attachment.

Q. Hearing on the Petition for Admission into the Imua Kākou Program.

1. **Notice.** The CWS Liaison, or an agency acting on its behalf, shall notify the young adult at least 48 hours before the hearing.
2. **Court Appearances.** The CWS Liaison, the IMUA KĀKOU CASE MANAGER, and the young adult shall be present; unless there is good cause for the young adult's appearance to be waived or for the young adult to appear by phone or live streaming.
3. **Subsequent Hearings.** The court or CWS Liaison will provide notice to the parties by way of the court order, which will include the date of the next scheduled hearing. The court clerk should generate court orders. The CWS Liaison shall ensure that the original is maintained in the case file and is readily accessible to the young adult and the IMUA KĀKOU CASE MANAGER.

R. CWS Case Maintenance. After the judge establishes court jurisdiction over the young adult, the CWS Liaison shall:

1. Create a new physical/CPSS case and link to Shaka;
2. Initiate and maintain foster care maintenance payments;
3. Process clothing allowances and bus pass reimbursements, as eligible;
4. Complete Form 1567 and send to FPPEU; AND
5. Upload court documents, as needed.

S. Roles of the CWS Liaison, IMUA KĀKOU CASE MANAGER and 587A worker.

1. **The CWS Liaison** shall be responsible for transitioning young adults into the Imua Kākou program (i.e. providing initial consultation; managing Imua Kākou applications; verifying initial eligibility; preparing and filing the petition; notifying the young adult for the hearing to enter Imua Kākou; opening and closing the Imua Kākou case in CPSS/Shaka; approving placements; ensuring payments are made and services are provided; approving case plans and court reports; filing and distributing case plans and court reports; uploading court documents to Shaka; attending all hearings; ensuring that data is logged into Shaka/CPSS; and communicating with the IMUA KĀKOU CASE MANAGER.

2. **IMUA KĀKOU CASE MANAGER** shall be responsible for assessing and referring the young adult for appropriate services; conducting home visits; engaging the young adult in developing a case plan and court reports; updating case plans (90-Day Transition Plans); conducting monthly in-person visits; gathering documents to verify on-going eligibility; uploading the case plan and supporting documents to Shaka; reminding young adults about hearings; and attending court hearings, as necessary. The IMUA KĀKOU CASE MANAGER is encouraged to attend all hearings. The IMUA KĀKOU CASE MANAGER shall also assist and support the young adult's social capital needs and successful transition to independence and self-sufficiency.
3. **587A Worker.** The 587A worker provides support to current foster children, who will emancipate from the 587A case at age 18 or 19, by helping them to apply for Imua Kākou and/or referring the child to the Independent Living Program and Epic `Ohana Youth Circles.

12.2 CASE MONITORING

TABLE OF CONTENTS

12.2.1 [AUTHORITY](#)

12.2.2 [DEFINITIONS](#)

[“90-Day Transition Plan”](#)

[“Case Plan”](#)

[“Child”](#)

[“Material Non-Compliance”](#)

[“Placement Responsibility”](#)

[“Supervised Independent Living Setting”](#)

[“Voluntary Placement”](#)

12.2.3 [IMUA KĀKOU ELIGIBILITY REQUIREMENTS](#)

12.2.4 [PROCEDURES](#)

- A. [Home Visits.](#)
- B. [Initial IMUA KĀKOU CASE MANAGER Contact with Young Adult.](#)
- C. [Initial Contact Objectives.](#)
- D. [Documents Necessary for Independent Living.](#)
- E. [Imua Kākou Circles \(IKC\).](#)
- F. [Youth Circles.](#)
- G. [Case Plans.](#)
- H. [Foster Care Maintenance Payments.](#)
- I. [Monthly Contact.](#)
- J. [Monthly Visit Discussion Topics.](#)
- K. [Young Adult’s Continued Eligibility for Imua Kākou.](#)
- L. [School Breaks.](#)
- M. [Initiating the Contingency Plan - Maintaining Eligibility.](#)
- N. [Young Adult Becomes Ineligible.](#)
- O. [Material Non-Compliance.](#)
- P. [Termination of Voluntary Foster Care Services.](#)
- Q. [Documents to be Filed with the Court.](#)
- R. [Judicial Reviews.](#)
- S. [Additional Hearings.](#)
- T. [Informal Meetings with the Judge.](#)
- U. [Court Appointed Attorneys.](#)
- V. [Young Adult Advocates.](#)

12.2.1 AUTHORITY

PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

PL 111-148, Patient Protection and Affordable Care Act

42 USC Chapter 7, Sub Chapter IV, Part B, Child and Family Services

42 USC Chapter 7, Sub Chapter IV, Part E, Federal Payments for Foster Care & Adoption Assistance

45 CFR Subtitle B, Chapter XIII, Subchapter G, The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance, and Child and Family Services

HRS Chapter 346, Part XIX, Young Adult Voluntary Foster Care Act (currently at 346-391 thru 407)

HRS Chapter 587A, Child Protective Act

HAR 17-1618, Young Adult Voluntary Foster Care

HAR Title 17, Subtitle 6, Benefit, Employment, and Support Services Division

HAR Title 17, Subtitle 11, Child Welfare Services Programs

HAR Title 17, Subtitle 12, Med-Quest Division

12.2.2 DEFINITIONS

“90-Day Transition Plan” means the individualized exit plan developed with the child or young adult and the DHS, or an agency acting on its behalf, which includes specific options on housing, health insurance, health care treatment decisions (if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State/Tribal law to make such decisions), education, local opportunities for mentors and continuing support services, work force supports and employment services.

“Case plan” means a plan developed by the department, in consultation with the young adult, as developmentally appropriate, containing a written description of the programs and services that will help the young adult transition from foster care to independent living.

“Child” means a person who is born alive and is less than eighteen years of age or a **young adult** age eighteen and up to twenty-one under the department’s responsibility for placement and care.

“Material Non-Compliance” means that the young adult is non-compliant with the case plan for a total of 45 consecutive days; or the young adult has not contacted or responded to the IMUA KĀKOU CASE MANAGER for 45 consecutive days.

“Placement Responsibility” means that the Department of Human Services has placement oversight of the living arrangements of children or young adults under jurisdiction pursuant to HRS Chapter 346.

“Supervised Independent Living Setting” means a placement or housing arrangement in which a young adult will live independently but will continue to receive support and assistance by the DHS or an agency acting on its behalf.

“Voluntary Placement” means an out-of-home placement of the young adult after the young adult requested the assistance of the agency and signed a voluntary care agreement.

12.2.3 IMUA KĀKOU PROGRAM ELIGIBILITY REQUIREMENTS

- A. The young adult was under the permanent custody, foster custody, voluntary foster custody, or court-ordered temporary foster custody of the Department of Human Services (DHS) at the time when the young adult:
1. Attained age 18;
 2. As a child, was placed in guardianship after attaining the age of 16 and the legal guardians are no longer willing to provide emotional and financial support (e.g. shelter); or
 3. As a child, was adopted after attaining the age of 16 and the adoptive parents are no longer willing to provide emotional and financial support (e.g. shelter);
- B. The young adult is no longer the subject child pursuant to Chapter 587A;
- C. The young adult voluntarily consents to participate in the Young Adult Voluntary Foster Care program (Imua Kākou) and meets the program requirements;
- D. The court finds that exercising jurisdiction pursuant to Chapter 346 is in the young adult’s best interests; **and**
- E. The young adult is:
- a. Completing secondary education or a program leading to an equivalent credential*;
 - b. Enrolled in an institution that provides post-secondary or vocational education;
 - c. Participating in a program or activity designed to promote or remove barriers to employment;
 - d. Employed for at least 80 hours per month; or
 - e. Incapable of doing any of the activities described in (a.) to (d.) due to a medical condition, which incapability is supported by regularly updated information in the case plan of the young adult.

*note: youth can continue in their 587A case past age 18 until graduation or age 19 while in a Department of Education school and may continue CWS services until age 21, with a qualifying medical condition, or until such earlier age when the medical condition is no longer disabling, while residing in a resource home licensed for the young adult’s stay.

12.2.4 PROCEDURES**A. Home Visits.**

1. The CWS Liaison shall not approve a Supervised Independent Living Setting (SILS) if the DHS, IMUA KĀKOU CASE MANAGER, or courtesy supervision worker has not visited the residence; except, in the case of a young adult who resides outside the State of Hawai`i. SILS approval is necessary for Title IV-E reimbursement.
2. The CWS Liaison, IMUA KĀKOU CASE MANAGER, or courtesy supervision worker shall conduct the initial home visit within 60 days of the signing of the Voluntary Care Agreement and at each of the young adult’s placements thereafter; except, in the case of a young adult who resides outside the State of Hawai`i when the DHS is unable to arrange courtesy case management.
3. The IMUA KĀKOU CASE MANAGER shall:
 - a. Schedule the initial meeting at the young adult’s residence;
 - b. If the initial meeting takes place in another location, schedule the next monthly visit at the young adult’s residence;
 - c. Assess the young adult for housing services per the procedures in Section **12.5** Placements; AND
 - d. Schedule subsequent home visits as necessary (per assessment results).

B. Initial IMUA KĀKOU CASE MANAGER Contact with Young Adult. The IMUA KĀKOU CASE MANAGER shall:

1. Meet in-person with the young adult, preferably at the young adult’s residence, within 5 days of referral from the CWS Liaison or sooner regardless of whether the petition for Imua Kākou has been filed; AND
2. Inform the young adult beforehand about the meeting’s objectives.

C. Initial Contact Objectives. The IMUA KĀKOU CASE MANAGER shall use the first meeting with the young adult to:

1. Begin gathering information for the case plan, e.g. using a life skills or career assessment;
2. Begin a placement assessment (See Section **12.3** Voluntary Foster Care Services);
3. Plan for the Imua Kākou Circle;
4. Remind the young adult to inform the IMUA KĀKOU CASE MANAGER immediately if they becomes unemployed, stops attending school, will soon complete a program or activity designed to promote or remove barriers to employment, etc., so that the IMUA KĀKOU CASE MANAGER can help maintain eligibility (See M. Initiating the Contingency Plan - Maintaining Eligibility);

5. Ask if they need immediate assistance to obtain employment or enroll in school or training courses, and assist the young adult. For example, by helping to secure funding for fees, explaining how to obtain documents, etc. (See D. Documents Necessary for Independent Living); AND
 6. Inform the young adult that they must meet with the IMUA KĀKOU CASE MANAGER each month. If there are housing issues, the meeting should occur at the young adult's place of residence.
- D. **Documents Necessary for Independent Living.** Certain documents are required for obtaining employment and housing and enrolling in school. Thus, the IMUA KĀKOU CASE MANAGER shall make certain that young adults have the following documents to engage in services:
1. Birth certificate, and if applicable, adoption or name change decree;
 2. Social Security Card or permanent residency card;
 3. High school diploma or GED transcript;
 4. Grade transcripts, and if applicable, Individualized Education Program (IEP) and/or disciplinary reports;
 5. State ID, state driver's license, or passport;
 6. Health insurance or Medicaid/MedQuest card;
 7. Medical, health and dental records; AND
 8. If the child is Native Hawaiian, or is eligible to register for membership in a federally recognized Indian tribe, birth certificates of biological parents, biological grandparents, and even biological great grandparents if required to prove ancestry for financial aid and scholarships.
- E. **Imua Kākou Circles (IKC).** The IMUA KĀKOU CASE MANAGER shall refer all young adults to EPIC `Ohana for an IKC
1. EPIC `Ohana, in consult with the young adult, IMUA KĀKOU CASE MANAGER, and CWS Liaison, will help the young adult to identify persons of support whom the young adult can invite to the IKC.
 2. The young adult, in collaboration with the IMUA KĀKOU CASE MANAGER, CWS Liaison, and their support system, will develop a transition plan at the IKC, which is a separate transition plan from the young adult's Imua Kākou case plan (90-Day Transition Plan).
 3. The IMUA KĀKOU CASE MANAGER may use the information from the IKC to further develop the young adult's Imua Kākou case plan (90-Day Transition Plan).
- F. **Youth Circles.** The CWS Liaison, IMUA KĀKOU CASE MANAGER, young adult, or any other interested person, may refer a former foster youth to EPIC `Ohana for a Youth Circle until age 26.

G. **Case Plans.** See Section 12.4 Case Plans. Federal law requires that all children have a 90-Day Transition Plan that is as detailed as the child elects and updated during the 90 days before they emancipate from care at age 18 through age 21. Please see the definition of 90-Day Transition Plan. The young adult’s case plan consists of the Court Report (the first few pages) and the Imua Kākou Case Plan (90-Day Transition Plan). For children under Chapter 587A, the Independent Living Transition Plan (ILTP) or the Youth Circle transition plan can serve as the 90-Day Transition Plan if the federal requirements for 90-Day Transition Plans are met.

1. The IMUA KĀKOU CASE MANAGER shall:

a. **Review the Last ILTP or Youth Circle TP, if any.**

- i. Incorporate relevant information into the Imua Kākou Case Plan; OR
- ii. If there is no previous ILTP or Youth Circle TP, use only the Imua Kākou Case Plan, which satisfies the federal requirements for 90-Day Transition Plans.

b. **Develop the Case Plan.** The case plan should be young adult driven.

- i. Assist the young adult to identify a concurrent plan and a contingency plan, so that Imua Kākou voluntary foster care benefits do not lapse; AND
- ii. Encourage the young adult to include goals pertaining to becoming eligible and applying for Higher Education payments at a reasonable time before emancipating from Imua Kākou voluntary foster care (See DHS Procedures for Higher Education Program payments).

c. **Complete and Submit the Case Plan.**

- i. Complete the case plan within 60 days of the signing of the Voluntary Care Agreement.
- ii. Submit to the CWS Liaison an updated case plan 21 days before each six-month Judicial Review.

2. The CWS Liaison shall:

- a. Review and approve the case plan;
- b. Upload the Imua Kākou Case Plan (90-Day Transition Plan) to Shaka; AND
- c. File the updated case plan with the court at least 14 days before each six-month Judicial Review.

H. **Foster Care Maintenance Payments.**

1. **Supervised Independent Living Settings.** Young adults who live in Supervised Independent Living Settings (SILS) receive payment through the supervising provider, i.e. the IMUA KĀKOU CASE MANAGER.

a. The IMUA KĀKOU CASE MANAGER:

- i. Shall work with the young adult to create a budget showing how the foster care maintenance payment will be used, e.g. \$400 for rent, \$250

for food, \$26 other. Only after this activity can the payment be given to the young adult.

ii. May distribute payments during monthly visits.

2. **Young Adults Living with their Children in Voluntary Foster Care.** Foster care maintenance payments paid on behalf of the young adult shall include the costs of the young adult’s child as long as that child resides in the young adult’s care. The payment amount made to the young adult for their child will be at the current Foster Care Maintenance Payment age- tiered rate.
 3. **Monthly Visits.** Foster care maintenance payments shall be withheld for the months when the young adult misses the monthly visit with the IMUA KĀKOU CASE MANAGER, courtesy supervision worker, or CWS Liaison. Monthly in-person visits are required for Title IV-E reimbursement.
 4. **Participation in a Qualifying Activity.** Foster care maintenance payments shall be withheld for the months when the young adult is not participating in a qualifying activity for eligibility. Participation in an activity is required for Title IV-E reimbursement.
 5. **Judicial Determinations and Orders.** These judicial determinations and orders are necessary for Title IV-E reimbursement:
 - a. Foster care maintenance payments shall be terminated if the court has not made a judicial determination within the 180 days since the young adult signed the Voluntary Care Agreement that remaining in foster care is in the young adult’s best interest.
 - b. Foster care maintenance payments shall not continue if the court does not hold a periodic Judicial Review within six months of the date that the young adult signed the Voluntary Care Agreement, and at least every six months thereafter, and make findings that continuation in foster care is in the young adult’s best interest and reasonable efforts were made by the DHS to finalize a permanency plan.
 6. **Imua Kākou Case Plan.** Please review **Definitions**, “Case Plan” and “90-Day Transition Plan,” as both apply here. For IV-E reimbursement, the initial case plan must be completed within 60 days from the signing of the Voluntary Care Agreement and updated within 90 days of the young adult’s emancipation from Imua Kākou voluntary foster care. See Section **12.4** Case Plans for other requirements.
- I. **Monthly Contact.** The IMUA KĀKOU CASE MANAGER shall:
1. Conduct in-person visits with the young adult at least once per month;
 2. Determine the location of the monthly visit on a case-by-case basis, e.g. home visits shall occur more often in cases when there are housing issues;

3. Document visits in Shaka as part of the young adult’s case file; AND
 4. Document visits in each court report.
- J. **Monthly Visit Discussion Topics.** Topics of discussion between the IMUA KĀKOU CASE MANAGER and the young adult shall include, but are not limited to, the young adult’s:
1. Well-being;
 2. Social capital connections (See Section 12.6 Social Capital);
 3. Case plan;
 4. Progress in services;
 5. Need for referrals to services;
 6. Contact Information (phone, email, mailing address);
 7. Imua Kākou program eligibility;
 8. Voter registration, when appropriate;
 9. Selective Service registration, if applicable;
 10. Annual credit report;
 11. Next scheduled court hearing;
 12. National Youth in Transition Database (NYTD) survey; AND
 13. Options for government, community, and private resources and programs, such as SNAP, SSI, ETV, scholarships, workforce development, internships, etc.
- K. **Young Adult’s Continued Eligibility for Imua Kākou.** See Section 12.1 Opening a Case, List of Acceptable Documentation
1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Require that the young adult submit to IMUA KĀKOU CASE MANAGER, or upload to Shakatown, forms and documents supporting continued eligibility for the Imua Kākou program at least 2 weeks before each Judicial Review;
 - b. Immediately update information in Shaka; AND
 - c. Document relevant information in the court report.
- L. **School Breaks.** If a young adult is on summer or winter break from school, the young adult is still considered eligible as a student. However, the IMUA KĀKOU CASE MANAGER shall require the young adult to make reasonable efforts to be productive during school breaks, e.g. volunteering, interning, or seasonal employment.
- M. **Initiating the Contingency Plan - Maintaining Eligibility.** All case plans shall include a concurrent plan and a contingency plan (or back-up plan) for program eligibility. See Section 12.4 Case Plans. If the young adult is no longer eligible per the initial and concurrent plan:
1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Initiate the contingency plan identified in the young adult’s case plan;

- b. Review with the young adult the effects of early termination and discharge (See the Termination/Discharge Statement form) from the Imua Kākou program;
- c. Re-visit the young adult’s life skills or career assessment and case plan and identify a new concurrent plan and contingency plan; and/or
- d. Refer the young adult for an assessment to determine whether the young adult has a medical condition preventing the young adult from doing the activities required for eligibility.

N. Young Adult Becomes Ineligible. If the young adult becomes ineligible, the IMUA KĀKOU CASE MANAGER shall:

- 1. Inform the CWS Liaison of the following important dates:
 - a. The date of the change that affected the young adult’s program eligibility; and
 - b. The date when the young adult re-establishes eligibility.
- 2. Discuss with the CWS Liaison about whether to continue benefits with state funds (i.e. whether there is reason to believe that the young adult will soon re-establish eligibility);
- 3. Attempt to meet with the young adult within 3 working days after discovering that the young adult is no longer program eligible to:
 - a. Assist the young adult in re-establishing eligibility; and
 - b. Discuss possible termination from the Imua Kākou program.
- 4. Document in Shaka all efforts to assist the young adult in re-establishing program eligibility; AND
- 5. Send the Notice of Non-compliance letter to the young adult identifying the dates and reasons why Imua Kākou payments are being withheld and warn of possible termination from the program.

O. Material Non-compliance. See **Definitions**, Material Non-compliance. Material Non-compliance is possible grounds for termination from the Imua Kākou program. The IMUA KĀKOU CASE MANAGER shall:

- 1. Report the matter to the CWS Liaison;
- 2. Discuss with the CWS Liaison the young adult’s termination from the program (see Section **12.7** Case Termination); AND
- 3. Report in the next court report about the young adult’s Material Non-Compliance.

P. Termination of Voluntary Foster Care Services. If the IMUA KĀKOU CASE MANAGER, in consultation with the CWS Liaison, recommends that voluntary foster care services should stop, the CWS Liaison shall send the Notice of Termination letter to the young adult’s last known address, and the IMUA KĀKOU CASE MANAGER shall commence the appropriate

closing procedures. See Section **12.7** Case Termination. The young adult must complete another application through Shakatown to reenter the program.

Q. Documents to be Filed with the Court.

1. The IMUA KĀKOU CASE MANAGER shall submit to the CWS Liaison the Court Report, Imua Kākou Case Plan and any other document to be filed with the court, 21 days before the Judicial Review or hearing.
2. The CWS Liaison shall file documents with the court at least 14 days before the Judicial Review or hearing and upload court documents to Shaka within 5 days of filing.

R. Judicial Reviews . Judicial Reviews replace Permanency Hearings for young adults. Judicial Reviews are held every 6 months even if the young adult does not appear.

1. **Notice.** The order of the last hearing, includes the date of the next scheduled hearing. Parties are served notice of Judicial Reviews when the court or CWS Liaison distributes copies to the parties. However, the IMUA KĀKOU CASE MANAGER shall:
 - a. Inform and remind the young adult about each upcoming Judicial Review; AND
 - b. Discuss with the young adult their attendance and participation at Judicial Reviews.
2. **Appearances.** The CWS Liaison shall be present at every Judicial Review. The Attorney General’s office will not be present unless the young adult has an attorney. All other parties shall attend Judicial Reviews unless the Court and/or CWS Liaison determines otherwise by the following process (may vary by court circuit):

Family Court will review the court report when it is filed and will contact parties to verify that the report is complete and accurate. If the report does not require the young adult to attend the Judicial Review, the young adult’s appearance may be waived. Young adults can never waive their appearance if the issue is termination from the program. The IMUA KĀKOU CASE MANAGER shall be present when the young adult is expected to appear, if there are issues and concerns regarding the young adult’s case, or upon the request of the CWS Liaison.
3. **Continuances.** Hearings may be continued if the young adult requests an attorney or upon order by the court.
4. **CWS Liaison shall also:**
 1. Be knowledgeable of the young adult’s well-being and all aspects of the young adult’s case, including progress in services; AND
 2. Be prepared to answer questions or comment on concerns, including those concerning the young adult’s well-being and social capital connections.
5. **IMUA KĀKOU CASE MANAGER shall also:**
 - a. Debrief with the young adult after each hearing; AND

- b. Ask the young adult to participate in any data collection surveys provided by the DHS.
- S. **Additional Hearings.** Young adults in the program and the DHS may request a hearing at any time if there are concerns about the case and if the situation warrants a hearing. The CWS Liaison shall attend all hearings. The same notice, service, and appearance requirements apply here as in initial hearings.
- T. **Informal Meetings with the Judge.** Young adults may request to meet with the Judge informally. Any party who does not attend will have their appearance waived.
- U. **Court Appointed Attorneys.** If the young adult requests representation, the IMUA KĀKOU CASE MANAGER or CWS Liaison shall refer the young adult to the court for court-appointed counsel.
- V. **Young Adult Advocates.** The IMUA KĀKOU CASE MANAGER shall inform the young adult that they may bring an advocate or other person of support to hearings.

12.3 VOLUNTARY FOSTER CARE SERVICES

TABLE OF CONTENTS

12.3.1 [AUTHORITY](#)

12.3.2 [DEFINITIONS](#)

[“90-Day Transition Plan”](#)

[“Case Plan”](#)

[“Material Non-Compliance”](#)

[“Placement Responsibility”](#)

[“Supervised Independent Living Setting”](#)

12.3.3 [PROCEDURES](#)

A. [Service Goals](#)

B. [Monthly Payment](#)

C. [Housing](#)

D. [Education](#)

E. [Employment](#)

F. [Health](#)

G. [Independent Living Skills](#)

H. [Important Documentation](#)

I. [Financial Literacy](#)

J. [Young Adult Engagement](#)

K. [Social Capital and Family Connections](#)

12.3.1 AUTHORITY

PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

PL 111-148, Patient Protection and Affordable Care Act

42 USC Chapter 7, Sub Chapter IV, Part B, Child and Family Services

42 USC Chapter 7, Sub Chapter IV, Part E, Federal Payments for Foster Care and Adoption Assistance

45 CFR Subtitle B, Chapter XIII, Subchapter G, The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance, and Child and Family Services

HRS Chapter 346, Part XIX, Young Adult Voluntary Foster Care Act (currently at 346-391 thru 407)

HRS Chapter 587A, Child Protective Act

HAR 17-1618, Young Adult Voluntary Foster Care

HAR Title 17, Subtitle 6, Benefit, Employment, and Support Services Division

HAR Title 17, Subtitle 11, Child Welfare Services Programs

HAR Title 17, Subtitle 12, Med-Quest Division

12.3.2 DEFINITIONS

“90-Day Transition Plan” means the individualized exit plan developed with the child or young adult and the DHS, or an agency acting on its behalf, which includes specific options on housing, health insurance, health care treatment decisions (if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State/Tribal law to make such decisions), education, local opportunities for mentors and continuing support services, work force supports and employment services.

“Case plan” means a plan developed by the department, in consultation with the young adult, as developmentally appropriate, containing a written description of the programs and services that will help the young adult transition from foster care to independent living.

“Material Non-Compliance” means that the young adult is non-compliant with the case plan for a total of 45 consecutive days; or the young adult has not contacted or responded to the IMUA KĀKOU CASE MANAGER for 45 consecutive days.

“Placement Responsibility” means that the Department of Human Services has placement oversight of the living arrangements of children or young adults under jurisdiction pursuant to HRS Chapter 346.

“Supervised Independent Living Setting” means a placement or housing arrangement in which a young adult will live independently but will continue to receive support and assistance by the DHS or an agency acting on its behalf.

12.3.3 PROCEDURES

A. Service Goals

1. The primary service goal for the Imua Kākou program is: “increased capacity for success in adulthood.” Specific outcomes related to this goal include:
 - a. Young adults have adults to rely on for a lifetime and supportive family networks;
 - b. Young adults have, sustain, and capitalize on a diverse network of connections to achieve their life goals;
 - c. Young adults acquire education and training to enable them to obtain and retain steady employment;
 - d. Young adults support themselves by obtaining and retaining steady employment;
 - e. Young adults manage their budgets and achieve their financial goals;
 - f. Young adults have safe, stable, and affordable housing and have access to transportation for work and school; and
 - g. Young adults have access to insurance and to the appropriate services and supports that meet their physical and mental health needs.
2. When determining appropriate services for each young adult, the IMUA KĀKOU CASE MANAGER shall take into consideration the young adult’s developmental and maturational level.
3. The IMUA KĀKOU CASE MANAGER shall actively engage the young adult in case planning and the decision making process in regard to services.
4. Services should focus on giving young adults more responsibility and accountability for their decisions. This will help young adults become more self-sufficient and prepared for independent living.
5. Assist the young adult in identifying and accessing supportive community resources that the young adult can access even after exiting Imua Kākou voluntary foster care.

B. Monthly Payment

1. Eligible young adults shall receive monthly financial support from the DHS according to current foster care maintenance rates and departmental procedures.
2. The monthly stipend can be paid directly to the young adult, upon DHS approval, if the young adult is residing in an approved supervised independent living setting AND after the IMUA KĀKOU CASE MANAGER assists the young adult in creating a simple expense budget.
3. If the young adult does not attend the monthly in-person visit, payment for the particular month will be withheld.

4. If the young adult resides with a former resource caregiver, relative, or other supportive adult, the IMUA KĀKOU CASE MANAGER shall meet with the young adult and supportive adult to develop terms of the young adult's stay, which can include rent and chores to assist the young adult to become independent and self-sufficient.
5. If the young adult is a parent and has a child living in their care, the young adult must submit a copy of the child's original birth certificate to receive monthly payments and clothing allowances for the child.
6. The IMUA KĀKOU CASE MANAGER shall contact the CWS liaison if two months have passed since the young adult signed the Voluntary Care Agreement and the young adult has not received payments.

C. Housing

1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Assist the young adult to identify available housing resources in their community. This includes assistance in procuring supportive housing options.
 - b. Provide education regarding housing related issues, *e.g.* renting, landlord/tenant laws, security deposits, leasing, repairs, managing utilities, financial assistance for housing needs.
 - c. Assist the young adult in identifying a contingency/emergency housing plan.
 - d. Assist the young adult in connecting with community resources for housing necessities, *e.g.* furnishings, classes on how to maintain a home.
 - e. Monitor the young adult's current housing situation and support the young adult in finding affordable safe housing.

D. Education

1. Services shall focus on assisting young adults to attain their education goals:
 - a. Attaining a high school diploma or GED; or
 - b. Entering, attending, and/or satisfactorily completing a post-secondary or vocational program.
2. The IMUA KĀKOU CASE MANAGER shall:

- a. Help the young adult identify supportive educational services. Examples include: tutoring, counseling services, and other support programs at both secondary and post-secondary/vocational institutions.
- b. Help the young adult to understand the requirements and application process for post-secondary and vocational programs. This includes resources and information to enter post-secondary and vocational programs, *e.g.* entrance exams, application and required supporting documents; and the financial aid process and other scholarship and grant opportunities.
- c. Assist the young adult in identifying an activity such as volunteering, short term employment, internships, etc., to participate in during winter and summer school breaks. If the young adult is attending school, including a vocational or technical institution, the young adult is still considered eligible for the Imua Kākou program during school breaks. However, the young adult shall make reasonable efforts to remain productive.

E. Employment

1. The IMUA KĀKOU CASE MANAGER shall:

- a. Help young adults explore their career interests and career skills, *e.g.* administer a career inventory (*e.g.* Kuder assessment).
- b. Provide the young adult with information regarding various career exploration opportunities, *e.g.* job fairs, internship/externships, volunteer opportunities, and job shadowing.
- c. Provide the young adult with information and education regarding the hiring process, in general, *e.g.* completing applications, required supporting documents, writing cover letters, developing a resume.
- d. Assist the young adult to develop employment search skills, *e.g.* accessing job search programs and conducting on-line searches.
- e. Guide and assist the young adult to develop employment related skills, *e.g.* interview skills, social/communication skills, conflict resolution, appropriate dress code, time management.
- f. If the young adult has a presenting or documented medical condition, inquire with the young adult if they would like to participate in vocational rehabilitation services in order to gain employment. If so, refer the young adult to the Division of Vocational Rehabilitation.

F. Health (physical/mental & health coverage)

1. If the young adult does not have medical coverage, the IMUA KĀKOU CASE MANAGER shall assist the young adult to procure coverage. All young adults in the Imua Kākou program are eligible for Medicaid.
2. If the young adult is employed and eligible for employer coverage, the young adult may choose to establish medical coverage through the employer. The IMUA KĀKOU CASE MANAGER shall:
 - a. Assist the young adult in comparing the two plans and the services offered by the Medicaid program and the young adult's employer medical coverage.
 - b. Assist and/or guide the young adult through the process for procuring either Medicaid or employer medical coverage, or whether the young adult may participate in duo coverage.
3. Young adults enrolled in Medicaid are eligible for Early and Periodic Screening, Diagnosis and Treatment through age 20.
 - a. EPSDT Services include: checks ups; counseling and treatment for drug and alcohol use; eye exams/eye glasses, hearing test/hearing aids; height, weight, and blood pressure; assistance making appointments and coordinating transportation; lab tests; medicine; transportation when medically necessary.
 - b. For young adults, screenings are conducted at age 18 and 20.
4. The IMUA KĀKOU CASE MANAGER shall also:
 - a. Inform the young adult about the passive enrollment/annual renewals for Medicaid/MedQuest or other medical coverage on an on-going basis, this is especially important if the young adult has changed residences.
 - b. Assist with and provide the young adult education regarding various health care issues and needs, e.g. physical (including sexual health and domestic violence), dental, mental health issues.
 - c. Assist young adults in identifying and connecting to community resources that will allow them to better understand their individual health care needs. This includes preventive and acute health care needs and medication management. For example, referrals can be made to Susannah Wesley community center, Developmental Disabilities Division, or Division of Vocational Rehabilitation for case management services depending on the situation.
 - d. Help the young adult to identify health care providers and transition to such

providers, if the young adult has not already done so.

- e. Provide education to the young adult regarding the importance of designating another individual to make health care treatment decisions should the young adult become unable to make such decisions. Assist the young adult to identify a supportive individual as a health care proxy, if that is what the young adult wants.
- f. Provide education on how to procure and understand their medical records.
- g. Provide education to young adults regarding how to communicate with medical providers and to advocate for their medical needs.
- h. Provide education regarding basic health care practices, *e.g.* annual physicals, bi-annual dental exams, how to make appointments, access emergency care.
- i. Provide education regarding various healthy living issues, *e.g.* pregnancy, STD/AIDS prevention, emergency care, personal hygiene, domestic violence.
- j. Assess the young adult for any possible health issues. This includes substance abuse issues, mental health issues, dental issues and any physical health issues including domestic violence.
 - i. If issues do arise, provide assistance and referrals to the appropriate medical providers and treatment, *e.g.* substance abuse treatment programs, therapy with a psychologist/psychiatrist for mental health issues.

G. Independent Living Skills

1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Assist the young adult to develop and/or maintain independent living skills, *e.g.* shopping, cooking, laundry, personal hygiene, etc.
 - b. Assist the young adult to develop and/or maintain social skills, *e.g.* time management, communication skills, problem solving, conflict resolution, healthy relationships/boundaries, etc.
 - c. Assist the young adult and provide education in accessing public resources; *e.g.* food pantry, TANF, SNAP, child care, community clearinghouse.
 - d. Assist the young adult to identify community programs and services the young adult may be eligible for.
 - e. Provide education regarding personal and household safety; *e.g.* safety plan, fire

safety, internet safety, identity theft.

- f. Assist young adults to identify transportation options. This includes connecting young adults to resources to meet their transportation needs; *e.g.* public transportation, obtaining a driver’s license.

H. Important Documentation

1. The IMUA KĀKOU CASE MANAGER shall ensure that the young adult has essential documents, *e.g.* birth certificate, social security card, high school diploma/GED certificate, insurance cards, state identification card, etc.
 - a. Before emancipating at age 21 from the Imua Kākou program, young adults need their health and education records, provided free of costs.
 - b. Health and education documentation shall include the most recent information regarding:
 - i. The names and addresses of the young adult’s health and educational providers;
 - ii. The child’s grade level performance, if applicable;
 - iii. The child’s school record;
 - iv. A record of immunizations;
 - v. The child’s known medical problems;
 - vi. The child’s medications; and
 - vii. Any other relevant health and education information concerning the child determined to be appropriate by the State/Tribal agency.
2. If the young adult does not have an essential document, the IMUA KĀKOU CASE MANAGER shall provide education and assistance to access such documents.

I. Financial Literacy

1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Assist the young adult in understanding basic banking, *e.g.* interest fees.
 - b. Assist the young adult in developing basic financial literacy skills.
 - i. Refer the young adult to financial literacy classes that focus on budgeting, expenses, record keeping, bill paying; *e.g.* Alu Like, Office of Hawaiian Affairs, Hawai’i Youth Opportunities Initiative, if eligible.
 - c. Assist the young adult in establishing a savings or checking account if that is what

the young adult wants.

- d. Provide education regarding credit and credit scores, assist the young adult in obtaining a free annual credit report until the young adult exits the Imua Kākou program, and provide assistance in interpreting/resolving any inaccuracies in the credit report.
- e. Provide information regarding state and federal taxes and filing income tax returns.

J. Young Adult Engagement

1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Engage and collaborate with the young adult in case planning and decision making.
 - b. Ensure the young adult is actively engaged in services and resources, as stated in their case plan.
 - c. Provide education regarding self-advocacy, leadership, community involvement, and civic leadership.
 - d. Assist the young adult in completing the voter registration process, if that is what the young adult wants.
 - e. If the young adult is a male, ensure that the young adult is registered with the selective service.

K. Social Capital and Family Connections

1. The IMUA KĀKOU CASE MANAGER shall help the young adult to identify, establish, and maintain a variety of social supports.
 - a. Have an open discussion with the young adult about healthy relationships and encourage the young adult to connect with family, friends, co-workers, mentors, and other supportive people in the community.
2. The IMUA KĀKOU CASE MANAGER shall assist the young adult to develop and/or maintain connections with the young adult's biological family, especially siblings, if the young adult desires.
 - a. EPIC `Ohana Inc. may have information about the young adult's family from a past Youth Circle or `Ohana Conference.

12.4 CASE PLANS

TABLE OF CONTENTS

12.4.1 [AUTHORITY](#)

12.4.2 [DEFINITIONS](#)

[“90-Day Transition Plan”](#)

[“Case Plan”](#)

[“Child”](#)

[“Material Non-Compliance”](#)

[“Placement Responsibility”](#)

[“Supervised Independent Living Setting”](#)

12.4.3 [PROCEDURES](#)

A. [Case Plan – Generally](#)

B. [Court Report](#)

C. [Developing the Case Plan](#)

D. [Closing Statement and Signatures](#)

E. [Rights of Children in Foster Care](#)

F. [CWS Review of the Court Report and Case Plan](#)

G. [Updating the Case Plan](#)

H. [90-Day Transition Plan](#)

12.4.1 AUTHORITY

PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

PL 111-148, Patient Protection and Affordable Care Act

42 USC Chapter 7, Sub Chapter IV, Part B, Child and Family Services

42 USC Chapter 7, Sub Chapter IV, Part E, Federal Payments for Foster Care and Adoption Assistance

45 CFR Subtitle B, Chapter XIII, Subchapter G, The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance, and Child and Family Services

HRS Chapter 346, Part XIX, Young Adult Voluntary Foster Care Act (currently at 346-391 thru 407)

HRS Chapter 587A, Child Protective Act

HAR 17-1618, Young Adult Voluntary Foster Care

HAR Title 17, Subtitle 6, Benefit, Employment, and Support Services Division

HAR Title 17, Subtitle 11, Child Welfare Services Programs

HAR Title 17, Subtitle 12, Med-Quest Division

12.4.2 DEFINITIONS

“90-Day Transition Plan” means the individualized exit plan developed with the child or young adult and the DHS, or an agency acting on its behalf, which includes specific options on housing, health insurance, health care treatment decisions (if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State law to make such decisions), education, local opportunities for mentors and continuing support services, work force supports and employment services.

“Case plan” means a plan developed by the department, in consultation with the young adult, as developmentally appropriate, containing a written description of the programs and services that will help the young adult transition from foster care to independent living.

“Child” means a person who is born alive and is less than eighteen years of age or a **young adult** age eighteen and up to twenty-one under the department’s responsibility for placement and care.

“Material Non-Compliance” means that the young adult is non-compliant with the case plan for a total of 45 consecutive days; or the young adult has not contacted or responded to the IMUA KĀKOU CASE MANAGER for 45 consecutive days.

“Placement Responsibility” means that the Department of Human Services has placement oversight of the living arrangements of children or young adults under jurisdiction pursuant to HRS Chapter 346.

“Supervised Independent Living Setting” means a placement or housing arrangement in which a young adult will live independently but will continue to receive support and assistance by the DHS or an agency acting on its behalf.

12.4.3 PROCEDURES

A. Case Plan: Generally

1. The case plan shall be developed by the IMUA KĀKOU CASE MANAGER and the young adult within 60 days of the young adult signing the Voluntary Care Agreement.
2. The IMUA KĀKOU CASE MANAGER shall utilize an Imua Kākou Circle to develop the initial case plan with the young adult.
 - a. An Imua Kākou Circle allows the young adult to identify and invite supportive individuals to provide support and input regarding their case plan.
 - b. To initiate an Imua Kākou Circle, follow the same procedures for initiating a Youth Circle, which may be found in Section III, Casework Services, 4.16.2 Independent Living Transition Plan of the current CWS procedures manual.
 - c. The plan developed and generated by EPIC 'Ohana via the Imua Kākou Circle will be for the young adult. The Imua Kākou Case Manager shall use the Imua Kākou case plan format developed by the DHS for Imua Kākou case management and court review.
3. The case plan shall be:
 - a. Tailored to the young adult's developmental and maturational levels;
 - b. Culturally responsive, strengths-based and focused on the development and empowerment of the young adult; and
 - c. Directed towards activities that allow the young adult increased responsibility and accountability.
4. Minimally, the case plan shall also:
 - a. Establish goals for the young adult, including those pertaining to permanency, housing, education, employment, health, therapy, counseling, social capital, a relationship with the young adult's birth family, including visits, cultural connections, independent living, and transition plans;
 - b. Describe the services needed to assist the young adult to achieve the goals set forth in the case plan, including services needed to prepare the young adult for transitioning to independent living; and
 - c. Describe the methods for achieving the goals and services set forth in the case plan.

B. Court Report (as part of the case plan)

1. The first three pages of the case plan constitute the court report. The entire case plan shall be submitted to the court prior to the young adult's hearing.
2. The pertinent sections for the court report include:
 - a. The young adult's basic information, including contact information, name of the case manager, CPSS number/FC No.;
 - b. The young adult's current activity and program eligibility status;
 - c. Information regarding the hearing:
 - a. Hearing type;
 - b. Whether the young adult and children, if any, will participate in the hearing;
 - c. Whether the young adult reports positive previous court experiences; and
 - d. The dates of the current and future hearings.
 - d. Documentation of the monthly face-to-face and other contacts with the young adult, including which contacts occurred in the young adult's place of residence;
 - e. Brief description of the young adult's strengths and needs/concerns; and
 - f. A brief overall summary of the case, which shall include:
 - a. The young adult's permanency plan goal and projected date of achieving this goal, *e.g.* adoption, guardianship of an incapacitated person, independent living;
 - b. The necessary services to assist the young adult to achieve their permanency goal and the services that the DHS has provided to allow the young adult to achieve their permanency goal;
 - c. Whether the young adult is currently residing in-state or out-of-state and a description of the young adult's residence;
 - d. Progress towards achieving the service goals of the case plan;
 - e. Reasonable efforts by the DHS to finalize permanency for the young adult;
 - f. Proposed revisions to the case plan and reasons for such revisions;
 - g. Proposed revisions to the methods for achieving the service goals of the case plan and the reasons for such revisions; and
 - h. Whether the young adult has a child living in their care, and whether the IMUA KĀKOU CASE MANAGER or CWS Liaison has visited with the young adult and child to assess parenting skills.

C. Developing the Case Plan

1. When developing the case plan, the IMUA KĀKOU CASE MANAGER shall:
 - a. Focus on the young adult’s strengths, interests, goals, and accomplishments;
 - b. Focus on the permanency goals for the young person, *e.g.* permanent connections;
 - c. Include measurable goals, objectives, and tasks that may be used to determine progress, *e.g.* in the financial literacy component, the young adult will be able to determine unit price when purchasing food;
 - d. Clearly delineate who is responsible for completing identified tasks; and
 - e. Focus on and include specific action steps in the transitioning of the young adult into adulthood.

2. Young adult’s program eligibility:
 - a. Describe the activities the young adult participates in to meet eligibility requirements.
 - b. Describe the services to assist the young adult in maintaining eligibility and to transition to independence.
 - c. Include a concurrent plan and a contingency plan to assist the young adult in maintaining program eligibility.
 - a. Concurrent plan example: the young adult’s main activity is attendance at a post-secondary education program, but is also concurrently participating in an internship or taking a resume writing class. The criteria for both the post-secondary education program and participating in a program to promote or remove barriers to employment will be checked off. If the young adult stops participating in one activity, eligibility is maintained under the second activity.
 - b. Contingency plan example: the young adult was enrolled in post-secondary education and participated in an externship, but recently disenrolled from the post-secondary program. To maintain/re-establish eligibility for the program, the case plan includes a contingency plan for the young adult to immediately start volunteering at a community program or participate in a resume writing class, satisfying the “removing barriers to employment” criteria.

3. Case plan goals:

- a. Though case direction and goals of the case plan will vary according to the particular young adult, such goals should include a focus on a gradual increase in responsibility. This holds young adults more accountable and invested in their decisions and actions and assists in preparing them for independent living after the program ends.
- b. The IMUA KĀKOU CASE MANAGER shall include goals and objectives for the following categories:
 - a. Permanency goals;
 - I. Possible permanency goals for the young adult include adoption, independence/independent living, and guardianship of an incapacitated person.
 - II. If the goal is adoption, document the steps taken to finalize the placement. At a minimum, include child-specific recruitment efforts.
 - III. If the goal is guardianship due to incapacity: document the steps taken to determine that it is not appropriate for the child to be adopted or to achieve independence/independent living; the reasons why permanent placement with a fit and willing guardian is in the child's best interests; the efforts made to discuss adoption by the caregiver as a more permanent alternative to guardianship and documentation of the caregiver's reasons not to adopt; and if applicable, the ways in which the child meets eligibility requirements for extended guardianship assistance payments and the efforts made to discuss with the child's parent(s) the extended guardianship assistance arrangement, or the reasons why the efforts were not made.
 - b. Housing;
 - I. Conduct the Supervised Independent Living Setting (SILS) Assessment to review the young adult's housing situation and to help the young adult address housing issues.
 - c. Education;
 - I. If a young adult is in high school, document efforts for ensuring the educational stability of the young adult while in voluntary foster care, including assurances that (a) each placement takes into account the appropriateness of the current educational setting and the proximity to the school the young adult is

enrolled at the time of placement; and (b) the State agency coordinated with appropriate local educational agencies to ensure the young adult remains in the school enrolled in at the time of initial placement; or (c) if remaining in such school is not in the best interests of the young adult, assistance by the State agency and local educational agencies to immediately enroll the young adult in a new school, with all of the educational records provided to the school.

- II. Be sure the young adult has access to the most recent education records, free of cost, before emancipation at the age of 21, including the names and addresses of the young adult's educational providers, grade level performance (if applicable), school record, and other relevant education information concerning the young adult.

d. Employment;

e. Health (physical and mental);

- I. Ensure that the young adult has access to updated health records, free of cost, before emancipation at the age of 21, including the names and addresses of the young adult's health providers, immunization records, known medical issues, medications, and other relevant health information concerning the young adult.
- II. Explain to the young adult the benefits of having a health care directive and naming a trusted adult as a health care proxy.
- III. Inform the young adult that they can request to view their past CWS records, including health records.

f. Independent living skills (includes financial literacy and essential documents);

- I. Provide education regarding credit and credit scores, assist the young adult in obtaining a free annual credit report until the young adult exits the Imua Kākou program, and assist in interpreting and resolving any inaccuracies in the credit report.
- II. If young adult is a parent, provide support and resources to ensure the health and well-being of the child.

g. Supportive relationships and connections, e.g. identification, development or revisiting, and maintenance of supportive connections with other individuals. These connections may grow into something

permanent for the young adult;

h. Young adult engagement.

- c. When developing the young adult’s goals and objectives, include the services and resources that will assist the young adult in achieving those goals and objectives.
- d. Each case plan topic shall also include a section briefly describing the young adult’s needs and concerns and whether the young adult has received education and/or services relating to the case plan topics.
- e. Each case plan topic also has a comments section.

4. Young Adult’s Placement:

- a. Describe the young adult’s current placement and the safety and appropriateness of the placement (this is in the Housing section).
- b. Describe how the placement is consistent with the best interests and special needs of the young adult.

D. Closing Statement and Signatures

- 1. The following individuals shall sign off on the case plan:
 - a. The young adult;
 - b. The IMUA KĀKOU CASE MANAGER; and
 - c. The CWS liaison.
- 2. This section shall include a statement informing the young adult of the voluntary nature of the program and that if they choose to leave the program prior to reaching 21 years or for some reason cannot maintain and/or re-establish program eligibility, the young adult has the option to re-enter the program any time prior to reaching age 21.

E. Rights of Children in Foster Care

- 1. As part of the Imua Kākou case planning process, the young adult shall sign an acknowledgement of having received a copy of the Rights of Children in Foster Care. The young adult’s signature also confirms that the rights have been explained to him/her in an age-appropriate way.

F. CWS Review of the Court Report and Case Plan

- 1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Submit the completed case plan, including the court report, to the CWS liaison 21

days prior to the young adult’s hearing;

- b. Address any concerns or questions by the CWS liaison regarding the case plan, including the court report; and
 - c. If necessary prepare a supplemental court report and/or revised case plan if any questions and concerns cannot be answered within the statutory deadline to file the court report. A supplemental court report and/or revised case plan may also be required if, after the report is filed with the court, the court requires additional clarification and/or the court has issues regarding the content of the case plan, including the court report.
2. The CWS liaison shall:
 - a. Review the case plan, including the court report, and follow up with the IMUA KĀKOU CASE MANAGER regarding any questions or concerns;
 - b. Confirm with the young adult that the young adult collaborated in the development of the case plan, including the court report, and agrees with its contents; and
 - c. Submit the case plan, including the court report, to the court fourteen days prior to the young adult’s hearing. The CWS liaison shall ensure that a copy of the case plan is provided to the young adult.
 3. The IMUA KĀKOU CASE MANAGER shall sign off on the court report.
 4. The young adult shall sign off on the court report indicating that the court report was prepared in collaboration with the young adult.
 5. The CWS Liaison shall sign the court report indicating their review and approval of the court report.

G. Updating the Case Plan

1. At a minimum, the case plan shall be reviewed and updated at least every 180 days (approximately every six months) and within 30 days of the young adult’s next court hearing, so that the court has the most current information on each case. In addition, the Imua Kākou case plan serves as the young adult’s 90-Day Transition Plan and shall be updated within the 90 days before the young adult exits Imua Kākou.
 - a. The IMUA KĀKOU CASE MANAGER shall engage and collaborate with the young adult when reviewing and updating the case plan.
 - b. Depending on the young adult’s situation, the case plan may be reviewed and updated on a more frequent basis.

H. 90-Day Transition Plan (See definition)

1. A transition plan must be developed or if developed earlier, revisited, for the young adult during the 90 day period immediately prior to the young adult's 21st birthday. The Imua Kākou case plan shall be used as the transition plan with the young adult. The 90-Day Transition Plan can be as detailed as the child elects.
2. The Imua Kākou case plan shall also be revisited, in collaboration with the young adult, upon notice of the following instances:
 - a. The young adult no longer wishes to participate in the Imua Kākou program;
 - b. The young adult is unable to maintain eligibility for the Imua Kākou program; or
 - c. The young adult is in material non-compliance with the Imua Kākou program.
3. The transition plan should be personalized at the direction of the young adult and includes specific options for the following topics, which is included in the Imua Kākou case plan:
 - a. Housing;
 - b. Physical and mental health:
 - a. Health insurance;
 - b. Information on the importance of designating another individual to make health care treatment decisions on the young adult's behalf, if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State law to make such decisions.
 - c. Provide the young adult the option to execute a health care power of attorney, health care proxy, or other similar document recognized by state law.
 - c. Education;
 - d. Local opportunities for mentors and continuing support services; and
 - e. Work force supports and employment.

12.5 PLACEMENTS

TABLE OF CONTENTS

12.5.1 [AUTHORITY](#)

12.5.2 [DEFINITIONS](#)

[“Case Plan”](#)

[“Child”](#)

[“Child-Caring Institution”](#)

[“Material Non-Compliance”](#)

[“Placement Responsibility”](#)

[“Supervised Independent Living Setting”](#)

[“Voluntary Placement”](#)

12.5.3 [PROCEDURES](#)

A. [Placement Options](#)

B. [Placement Considerations](#)

C. [Approval Process for Supervised Independent Living Settings](#)

12.5.1 AUTHORITY

PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

42 USC Chapter 7, Sub Chapter IV, Part B, Child and Family Services

42 USC Chapter 7, Sub Chapter IV, Part E, Federal Payments for Foster Care & Adoption Assistance

45 CFR Subtitle B, Chapter XIII, Subchapter G, The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance, and Child and Family Services

HRS Chapter 346, Part XIX, Young Adult Voluntary Foster Care Act (currently at 346-391 thru 407)

HRS Chapter 587A, Child Protective Act

HAR 17-1618, Young Adult Voluntary Foster Care

HAR Title 17, Subtitle 6, Benefit, Employment, and Support Services Division

HAR Title 17, Subtitle 11, Child Welfare Services Programs

12.5.2 DEFINITIONS

“Case plan” means a plan developed by the department, in consultation with the young adult, as developmentally appropriate, containing a written description of the programs and services that will help the young adult transition from foster care to independent living.

“Child” means a person who is born alive and is less than eighteen years of age or a **young adult** age eighteen and up to twenty-one under the department’s responsibility for placement and care.

“Child-Caring Institution” means a private child caring institution, or a public child caring institution which accommodates no more than 25 children, and is licensed by the State in which it is situated or has been approved by the agency of such State licensing authority responsible for licensing or approval of institutions of this type as meeting the standards established for such licensing except, in the case of a child who has attained 18 years of age, the term includes a supervised setting in which the individual is living independently. This definition must not include detention facilities, forestry camps, training schools, or any other facility operated primarily for the detention of children who are determined to be delinquent.

“Material Non-Compliance” means that the young adult is non-compliant with the case plan for a total of 45 consecutive days; or the young adult has not contacted or responded to the IMUA KĀKOU CASE MANAGER for 45 consecutive days.

“Placement Responsibility” means that the department has placement oversight of the living arrangements of children or young adults under jurisdiction pursuant to HRS Chapter 346.

“Supervised Independent Living Setting” means a placement or housing arrangement in which a young adult will live independently but will continue to receive support and assistance by the DHS or an agency acting on its behalf.

“Voluntary Placement” means an out-of-home placement of the young adult after the young adult requested the assistance of the agency and signed a voluntary care agreement.

12.5.3 PROCEDURES

A. Placement Options

1. Discuss the young adult's preference for placement.
2. Placement options for young adults include supervised independent living settings where the young adult lives independently. See **12.5.2** "Supervised Independent Living Setting."
 - a. The DHS Placement Approval Process, see **C.** below, shall apply in all cases.
 - b. If a young adult wants to continue living with former resource caregivers, the IMUA KĀKOU CASE MANAGER shall assist the young adult with developing a Shared Living Agreement.
 - i. The Shared Living Agreement should outline agreed upon expectations and responsibilities for the young adult and the caregiver. For example, the agreement might include responsibilities and expectations regarding household chores, health and safety concerns, financial responsibilities, attendance and performance at school or work, and customs.
3. Examples of Supervised Independent Living Settings (SILS) include:
 - a. College dormitories;
 - b. Shared housing situations (e.g. renting an apartment with friends or renting a room);
 - c. Host Homes;
 - d. Semi-supervised, supervised or individual apartments;
 - e. Former resource homes (under an arrangement strictly between the former resource caregiver and the young adult);
 - f. Residential employment and training settings, e.g. Job Corps and similar employment/training providers;
 - g. Child-Caring Institutions;
 - h. Transitional housing settings;
 - i. Residential substance abuse or mental health treatment facilities and clean/sober homes; or
 - j. Other placement options, as approved by the DHS.

B. Placement Considerations

1. To identify housing needs, the IMUA KĀKOU CASE MANAGER or courtesy supervision worker shall consider whether:
 - a. The young adult has a mailing address;

- b. The placement has a physical address;
 - c. The young adult has a living space of their own;
 - d. The young adult resides with other individuals;
 - e. The young adult feels safe and comfortable in the placement;
 - f. The placement is stable;
 - g. The young adult requires a different level of supervision;
 - h. The placement allows for incremental increases in responsibility and independence;
 - i. The placement is in proximity to people of support and services, school, employment and other activities;
 - j. The young adult will have access to transportation;
 - k. The placement requires the young adult to enter into a rental agreement and whether the young adult understands the rental agreement; and
 - l. The young adult can afford the placement.
2. Placement Considerations shall be used to help the young adult find more stable, appropriate, and safe housing options and NOT to disapprove placements.
 3. When appropriate, the IMUA KĀKOU CASE MANAGER or courtesy supervision worker shall conduct monthly in-person visits at the young adult's place of residence.

C. Approval Process for Supervised Independent Living Settings

1. The Supervised Independent Living Setting (SILS) shall NOT be approved if the young adult does not disclose its location.
2. The SILS may not be approved if the CWS Liaison, IMUA KĀKOU CASE MANAGER, or courtesy supervision worker has not visited the young adult's residence OR conducted a SILS assessment using an assessment tool approved by the DHS.
3. For young adults residing in a Supervised Independent Living Setting (SILS), the IMUA KĀKOU CASE MANAGER or courtesy supervision worker shall: (a) review the Placement Considerations listed in **B.**; (b) complete a SILS assessment with the young adult using a tool approved by the DHS; and (c) review with the young adult the physical condition of the placement.
 - a. SILS assessment. Do NOT use the results of the assessment to find the young adult ineligible for participation. The results of the assessment shall be incorporated into the young adult's case plan to determine housing needs.
 - b. Physical assessment. The approval process for a Supervised Independent Living Setting (SILS) is very different from the licensing process for current resource homes and child care institutions. However, the young adult shall make reasonable efforts to reside in a SILS placement that meets basic health and safety standards.

- i. The IMUA KĀKOU CASE MANAGER, courtesy supervision worker, or the CWS Liaison shall accompany the young adult to the SILS and assess its physical condition according to basic health and safety standards.
- ii. If shortcomings are discovered, discuss with the young adult steps to correct the problem.
- iii. If any shortcoming poses an immediate risk of safety to the young adult and/or cannot easily be corrected, discuss with the young adult other SILS options that the young adult may want to consider.

12.6 SOCIAL CAPITAL

*The procedures in this section are based on the recommendations of the Jim Casey Youth Opportunities Initiative.

TABLE OF CONTENTS

12.6.1 [AUTHORITY](#)

12.6.2 [REFERENCES](#)

12.6.3 [DEFINITIONS](#)
[“Social Capital”](#)

12.6.4 [PROCEDURES](#)

- A. [Duties of the IMUA KĀKOU CASE MANAGER.](#)
- B. [Social Capital Community: Family](#)
- C. [Social Capital Community: School](#)
- D. [Social Capital Community: Neighborhood and Community](#)
- E. [Social Capital Community: Peers](#)

12.6.1 AUTHORITY

PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

12.6.2 REFERENCES

“Issue Brief #2 – Social Capital: Building Quality Networks for Young People in Foster Care.” Jim Casey Youth Opportunities Initiative. <http://jimcaseyyouth.org/social-capital-building-quality-networks-young-people-foster-care> (current as of January 03, 2014).

12.6.3 DEFINITIONS

“**Social Capital**” means the social relationships and networks that support healthy development.

12.6.4 PROCEDURES (Based on the recommendations of the Jim Casey Youth Opportunities Initiative)

A. Duties of the IMUA KĀKOU CASE MANAGER.

Supportive and caring relationships contribute to more positive experiences and increased exposure to protective factors, which in turn result in greater well-being and increased success in life.

1. The IMUA KĀKOU CASE MANAGER shall assist the young adult in developing, maintaining, and/or enhancing social capital connections in four main communities: family, school, neighborhood, and peers.

B. Social Capital Community: Family

Family is perhaps the strongest bond any individual could make. In the context of social capital, family means both the young adult's birth family and other caring adults. Family connections contribute to the young adult's psychological development, ability to form healthy relationships, the young adult's educational attainment, and later civic involvement.

1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Provide the young adult opportunities to develop relational competencies.
 - i. Relational competencies are the necessary skills for building and maintaining healthy relationships.
 - b. Support sibling connections.
 - i. Often, sibling relationships are the most important relationships to the young adult. Assist the young adult with reconnecting and/or maintaining sibling relationships.
 - c. Engage the young adult in case planning.
 - d. Engage the birth family in planning with the young adult (if that is what the young adult wants) or other caring adults the young adult identifies.
 - e. Continuously address this social capital community.

C. Social Capital Community: School

Social capital in the context of school may include teachers or instructors, peers, and the social and educational climate of the educational institution. Positive relationships in the school community provide positive role models and contribute to success in the young adult's education.

1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Help the young adult build new social capital in an educational institution.
 - i. Examples: support programs on campus, counselors, campus clubs and organizations, sports, tutoring support, etc.
 - b. Engage the young adult as a partner regarding educational decisions. Support the young adult in their educational decisions. This provides the young adult ownership and accountability for their actions and decisions.

D. Social Capital Community: Neighborhood and Community

Neighborhood and community is the broadest in terms of range of opportunities and ability to form supportive networks. This community allows young adults opportunities to interact with individuals outside their family system, as well as connect with individuals who may assist in exploring educational and employment opportunities and/or who share the same interests as the young adult.

1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Support and assist the young adult in identifying and connecting with positive role models and organizations in their identified community.
 - i. Examples: cultural, faith-based, and social organizations of interest to the young adult; individuals who can provide opportunities to develop adult skills.
 - b. Provide support and assistance that enable the young adult to participate in a wide range of community events.
 - i. Example: provide assistance with transportation to an event.

E. Social Capital Community: Peers

Peer relationships are vital to social and psychological development. They provide opportunities for young adults to develop and/or enhance social skills, such as problem solving, conflict resolution, and cooperation.

1. The IMUA KĀKOU CASE MANAGER shall:
 - a. Support the young adult in developing and sustaining healthy peer relationships.
 - i. Assist the young adult in identifying opportunities to socialize with peers and others who share the same interests, e.g. community, cultural or faith based events, youth boards, etc.

12.7 CASE TERMINATION

TABLE OF CONTENTS

12.7.1 [AUTHORITY](#)

12.7.2 [DEFINITIONS](#)

[“90-Day Transition Plan”](#)

[“Child”](#)

[“Material Non-Compliance”](#)

[“Voluntary Care Agreement”](#)

12.7.3 [PROCEDURES](#)

- A. [Young Adult No Longer Meets Participation Requirements](#)
- B. [Young Adult Chooses to Terminate the Voluntary Care Agreement](#)
- C. [Young Adult is in Material Non-Compliance with the Case Plan](#)
- D. [Young Adult will Exit at Age 21](#)
- E. [Young Adult will be Adopted or Placed under Guardianship due to Incapacity](#)
- F. [Other Related Matters](#)
 - 1. [Debriefing Young Adults after Hearings](#)
 - 2. [Young Adult Advocates](#)

12.7.1 AUTHORITY

PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

42 USC Chapter 7, Sub Chapter IV, Part B, Child and Family Services

42 USC Chapter 7, Sub Chapter IV, Part E, Federal Payments for Foster Care and Adoption Assistance

45 CFR Subtitle B, Chapter XIII, Subchapter G, The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance, and Child and Family Services

HRS Chapter 346, Part XIX, Young Adult Voluntary Foster Care Act (currently at 346-391 thru 407)

HRS Chapter 578, Adoption

HAR 17-1618, Young Adult Voluntary Foster Care

HAR Title 17, Subtitle 6, Benefit, Employment, and Support Services Division

HAR Title 17, Subtitle 11, Child Welfare Services Programs

12.7.2 DEFINITIONS

“90-Day Transition Plan” means the individualized exit plan developed with the child or young adult and the DHS, or an agency acting on its behalf, which includes specific options on housing, health insurance, health care treatment decisions (if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State/Tribal law to make such decisions), education, local opportunities for mentors and continuing support services, work force supports and employment services.

“Child” means a person who is born alive and is less than eighteen years of age or a **young adult** age eighteen and up to twenty-one under the department’s responsibility for placement and care.

“Material Non-Compliance” means that the young adult has been non-compliant with the case plan for a total of 45 consecutive days, or the young adult has not contacted or responded to the IMUA KĀKOU CASE MANAGER for 45 consecutive days.

“Voluntary Care Agreement” means a written agreement that specifies the rights and obligations of the young adult and the DHS, or an agency acting on its behalf, and the legal status of the young adult who is no longer the subject child under jurisdiction pursuant to HRS Chapter 587A and who voluntarily consents to participate in the DHS’ young adult voluntary foster care program.

12.7.3 PROCEDURES**A. Young Adult No Longer Meets Participation Requirements**

1. If the court finds that the young adult no longer meets participation requirements despite efforts by the IMUA KĀKOU CASE MANAGER and/or the CWS Liaison to help the young adult maintain eligibility, the court may schedule an interim hearing and order the young adult to attend, if one has not already been scheduled. If the young adult does not attend and/or continues to be ineligible, the judge may decide to terminate the young adult from Imua Kākou.
 - a. The IK CASE MANAGER shall:
 - i. Notify the young adult to attend the special set hearing because their eligibility for Imua Kākou is being reconsidered;
 - ii. Ask the young adult to meet to update the 90-Day Transition Plan/Imua Kākou case plan or if the case plan has been updated within 90 days of the special set hearing, update the court report;
 - iii. Submit the updated case plan and/or court report, as appropriate, to the CWS Liaison for review at least 14 days before the special set hearing;
 - iv. Make the case plan or court report, if applicable, available to the young adult; AND
 - v. Update relevant information in Shaka/CPSS.
 - b. The CWS Liaison shall:
 - i. File the updated case plan at least 7 days before the special set hearing;
 - ii. Update relevant information in Shaka/CPSS; AND
 - iii. Serve the young adult notice of the special set hearing at least 48 hours before the hearing or as court ordered.
2. If the young adult contests termination from the program, the CWS Liaison shall:
 - a. Request that the hearing be continued for 30 days; AND
 - b. Request that the court appoint the young adult an attorney.
3. If the court orders that voluntary foster care services terminate, the IMUA KĀKOU CASE MANAGER shall complete all case logs and data tracking surveys and upload all necessary documents to Shaka. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

B. Young Adult Chooses to Terminate the Voluntary Care Agreement

1. If the young adult chooses to terminate the Voluntary Care Agreement and stop receiving voluntary foster care services
 - a. The IMUA KĀKOU CASE MANAGER shall:

- i. Consult with the CWS Liaison regarding the situation;
- ii. Consult with the young adult and review with them the Termination/Discharge Statement, which explains the effects of terminating Imua Kākou voluntary foster care early;
- iii. Have the young adult sign the Termination/Discharge Statement;
- iv. In collaboration with the young adult, finalize the young adult's 90-Day Transition Plan (Imua Kākou case plan);
- v. Submit the case plan to the CWS Liaison for review at least 14 days before the discharge hearing;
- vi. Make the case plan available to the young adult; AND
- vii. Update relevant information in Shaka/CPSS.

b. The CWS Liaison shall:

- i. File a motion to terminate Imua Kākou voluntary foster care services;
- ii. File the final case plan at least 7 days before the discharge hearing;
- iii. Update relevant information in Shaka/CPSS; AND
- iv. Serve the young adult notice of the hearing at least 48 hours before the hearing or as court ordered.

2. After the court orders that voluntary foster care services terminate, the IMUA KĀKOU CASE MANAGER shall complete all case logs and data tracking surveys and upload all necessary documents to Shaka. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

C. Young Adult is in Material Non-Compliance with the Case Plan

1. Material non-compliance, see **Definitions**, is possible grounds for termination from the Imua Kākou program. If despite efforts of the IMUA KĀKOU CASE MANAGER and/or the CWS Liaison to help the young adult maintain eligibility, including hand delivering to young adult or mailing to young adult's last known address a Notice of Non-compliance letter, the young adult continues to be in material non-compliance with the case plan:

a. The IMUA KĀKOU CASE MANAGER shall:

- i. Consult with the CWS Liaison regarding the situation;
- ii. If the CWS Liaison agrees that the young adult is in Material Non-compliance as defined in this section and suggests termination, notify the young adult that a request is being made to close the young adult's case;
- iii. Ask the young adult to meet to finalize the 90-Day Transition Plan (Imua Kākou case plan) and complete case closing forms;
- iv. Submit the updated case plan to the CWS Liaison for review at least 14 days before the discharge hearing;
- v. Make the case plan available to the young adult; AND
- vi. Update relevant information in Shaka/CPSS.

- b. The CWS Liaison shall:
 - i. Hand deliver to young adult, or mail to the young adult’s last known address, a Notice of Termination letter;
 - ii. File a motion to terminate Imua Kākou/ voluntary foster care services;
 - iii. File the final case plan at least 7 days before the discharge Hearing;
 - iv. Serve the young adult notice of the discharge hearing at least 48 hours before the hearing or as court ordered; AND
 - v. Update relevant information in Shaka/CPSS.
2. If the young adult contests termination from the program, the CWS Liaison shall:
 - a. Request that the discharge hearing be continued for 30 days; AND
 - b. Request that the court appoint the young adult an attorney.
3. If the court orders that voluntary foster care services terminate, the IMUA KĀKOU CASE MANAGER shall complete all case logs and data tracking surveys and upload all necessary documents to Shaka. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

D. Young Adult will Exit at Age 21

1. The IMUA KĀKOU CASE MANAGER and the young adult shall update the case plan within 90 days before the young adult exits Imua Kākou voluntary foster care to help the young adult transition smoothly into adulthood.
2. The IMUA KĀKOU CASE MANAGER shall:
 - a. Submit the final case plan to the CWS Liaison for review at least 14 days before the closing hearing;
 - b. Remind the young adult about the closing hearing (actual notice was served to the parties via the last hearing orders)*;
 - c. Remind the young adult that the court will order jurisdiction to terminate automatically when the young adult reaches age 21; AND
 - d. Update relevant information in Shaka/CPSS.

***Note:** The court might instead order an automatic discharge from Imua Kākou at the young adult’s review or interim hearing. If termination orders, updated 90-Day Transition Plan, and other documents are not filed for the closing hearing, the court will require that these documents be filed two weeks before the young adult’s 21st birthday.

3. The CWS Liaison shall:
 - a. File the final case plan at least 7 days before the closing hearing;
 - b. Update relevant information in Shaka/CPSS; AND
 - c. Terminate services when the young adult reaches age 21.
4. When the young adult reaches age 21, the IMUA KĀKOU CASE MANAGER shall complete all

case logs and data tracking surveys and upload all necessary documents to Shaka. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

E. Young Adult will be Adopted or Placed under Guardianship due to Incapacity

1. If the young adult will be adopted or placed under guardianship due to incapacity:
 - a. The IMUA KĀKOU CASE MANAGER shall:
 - i. In collaboration with the young adult, as appropriate, finalize the young adult's 90-Day Transition Plan (Imua Kākou case plan);
 - ii. Submit the case plan to the CWS Liaison for review at least 14 days before the discharge hearing;
 - iii. Make the case plan available to the young adult;
 - iv. Review with the young adult the Termination/Discharge Statement, which explains the effects of terminating Imua Kākou voluntary foster care early;
 - v. Immediately before the adoption or guardianship is finalized, have the young adult sign the Termination/Discharge Statement; AND
 - vi. Update relevant information in Shaka/CPSS.
 - b. The CWS Liaison shall:
 - i. File a motion to terminate Imua Kākou voluntary foster care services;
 - ii. File the final case plan at least 7 days before the discharge hearing;
 - iii. Update relevant information in Shaka/CPSS; AND
 - iv. Serve the young adult notice of the discharge hearing at least 48 hours before the hearing or as court ordered.
2. After the court orders that voluntary foster care services terminate, the IMUA KĀKOU CASE MANAGER shall complete all case logs and data tracking surveys and upload all necessary documents to Shaka. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

F. Other Related Matters

1. **Debriefing Young Adults after Hearings.** If possible, the CWS Liaison and/or the IMUA KĀKOU CASE MANAGER shall:
 - a. Debrief with the young adult after hearings; AND
 - b. Have the young adult complete a survey, if provided by the DHS.
2. **Young Adult Advocates.** The CWS Liaison and/or the IMUA KĀKOU CASE MANAGER shall inform the young adult that they may bring an advocate or other person to support the young adult at hearings.

12.8 MISCELLANEOUS

TABLE OF CONTENTS

12.8.1 [AUTHORITY](#)

12.8.2 [DEFINITIONS](#)

[“90-Day Transition Plan”](#)

[“Child”](#)

[“Placement Responsibility”](#)

[“Supervised Independent Living Setting”](#)

[“Voluntary Care Agreement”](#)

[“Voluntary Placement”](#)

12.8.3 [PROCEDURES](#)

A. [Imua Kākou Program Eligibility Requirements](#)

B. [Considerations for Children Attending DOE Schools with Qualifying Medical Conditions](#)

C. [Children Adopted or Placed in Legal Guardianship through the DHS at Age 16 or Older](#)

D. [Imua Kākou Consultations](#)

E. [90-Day Transition Plan](#)

F. [Documents Necessary for Independent Living](#)

G. [Imua Kākou Eligibility Process \(Application and Supporting Documents\)](#)

H. [List of Acceptable Documentation for Eligibility](#)

I. [Voluntary Care Placements](#)

J. [MedQuest](#)

K. [Child is Ineligible for Imua Kākou](#)

L. [Transitioning Young Adults Directly from the 587A case into Imua Kākou](#)

M. [Voluntary Care Roles of the CWS Liaison, INDEPENDENT LIVING PROGRAM worker and 587A worker](#)

12.8.1 AUTHORITY

PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

PL 111-148, Patient Protection and Affordable Care Act

42 USC Chapter 7, Sub Chapter IV, Part B, Child and Family Services

42 USC Chapter 7, Sub Chapter IV, Part E, Federal Payments for Foster Care and Adoption Assistance

45 CFR Subtitle B, Chapter XIII, Subchapter G, The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance, and Child and Family Services

HRS Chapter 346, Part XIX, Young Adult Voluntary Foster Care Act (currently at 346-391 thru 407)

HRS Chapter 587A, Child Protective Act

HAR 17-1618, Young Adult Voluntary Foster Care

HAR Title 17, Subtitle 6, Benefit, Employment, and Support Services Division

HAR Title 17, Subtitle 11, Child Welfare Services Programs

HAR Title 17, Subtitle 12, Med-Quest Division

12.8.2 DEFINITIONS

“90-Day Transition Plan” means the individualized exit plan developed with the child or young adult and the DHS, or an agency acting on its behalf, which includes specific options on housing, health insurance, health care treatment decisions (if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State/Tribal law to make such decisions), education, local opportunities for mentors and continuing support services, work force supports and employment services.

“Child” means a person who is born alive and is less than eighteen years of age or a **young adult** age eighteen and up to twenty-one under the department’s responsibility for placement and care.

“Placement Responsibility” means that the Department of Human Services has placement oversight of the living arrangements of children or young adults under jurisdiction pursuant to HRS Chapter 346.

“Supervised Independent Living Setting” means a placement or housing arrangement in which a young adult will live independently but will continue to receive support and assistance by the DHS or an agency acting on its behalf.

“Voluntary Care Agreement” means a written agreement that specifies the rights and obligations of the young adult and the DHS, or an agency acting on its behalf, and the legal status of the young adult who is no longer the subject child pursuant to HRS Chapter 587A and who voluntarily consents to participate in the DHS’ young adult voluntary foster care program.

“Voluntary Placement” means an out-of-home placement of the young adult after the young adult requested the assistance of the agency and signed a voluntary care agreement.

12.8.3 PROCEDURES

A. Imua Kākou Program Eligibility Requirements

1. The young adult was under the permanent custody, foster custody, voluntary foster custody, or court-ordered temporary foster custody of the Department of Human Services (DHS) at the time when the young adult:
 - a. Attained age 18;
 - b. As a child, was placed in guardianship after attaining the age of 16 and the legal guardians are no longer willing to provide emotional and financial support (e.g. shelter); or
 - c. As a child, was adopted after attaining the age of 16 and the adoptive parents are no longer willing to provide emotional and financial support (e.g. shelter);
2. The young adult is no longer the subject child pursuant to Chapter 587A;
3. The young adult voluntarily consents to participate in the Young Adult Voluntary Foster Care Program (Imua Kākou) and meets the program requirements;
4. The court finds that exercising jurisdiction pursuant to Chapter 346 is in the young adult's best interests; AND
5. The young adult is:
 - a. Completing secondary education or a program leading to an equivalent credential*;
 - b. Enrolled in an institution that provides post-secondary or vocational education;
 - c. Participating in a program or activity designed to promote or remove barriers to employment;
 - d. Employed for at least 80 hours per month; or
 - e. Incapable of doing any of the activities described in (a.) to (d.) due to a medical condition, which incapability is supported by regularly updated information in the case plan of the young adult.

*note: youth can continue in their 587A case past age 18 until graduation or age 19 while in a Department of Education school and may continue CWS services until age 21, with a qualifying medical condition, or until such earlier age when the medical condition is no longer disabling, while residing in a resource home licensed for the young adult's stay.

B. Considerations for Children Attending DOE Schools with Qualifying Medical Conditions

1. What does the child's support system look like?
 - a. Does the child require a higher level of supervision like that provided by a licensed therapeutic resource caregiver, or will the child be able to secure and maintain their own housing with a lower level of supervision in the form of monthly visits by the independent living service provider and work towards becoming independent and self-sufficient?
 - b. Does the child require a higher level of supervision that can be compensated with Difficulty of Care Payments and mileage reimbursements to the licensed resource

caregiver, or can the child continue in the former resource home without the additional compensation while participating in Imua Kākou?

- c. Does the child qualify for Social Security Income AND services through the Department of Health, Developmental Disabilities Division, which can provide long term case management for higher level needs and connect the child to more appropriate and comprehensive services?
 - d. Does the child understand that Imua Kākou payments are counted as unearned income for Social Security Income?
2. In most situations, can the child navigate their surroundings using public transportation or arrange their own transportation?
 3. Young adults in the Imua Kākou program are not placed by the DHS in housing, in school, or in employment settings, nor does the DHS arrange for services. Young adults in Imua Kākou receive guidance to secure their own housing and health care providers, to enroll in school and explore employment options, to maintain their health and employment, to develop healthy relationships and community support, and to identify community resources.

C. Children Adopted or Placed in Legal Guardianship through the DHS at Age 16 or Older. If the parent or guardian will continue to provide the child with emotional or financial support, e.g. shelter, food, transportation, etc., the family must contact the DHS payment unit and apply for Extended Assistance.

D. Imua Kākou Consultations. The 587A worker shall:

1. Discuss with the child the option of entering the Imua Kākou program before each 587A Permanency Hearing after the child's 16th birthday. This includes explaining:
 - a. Program eligibility, benefits, and requirements;
 - b. The Imua Kākou program application available online through Shakatown; AND
 - c. The Voluntary Care Agreement, which is provided by the CWS Liaison after the child is determined eligible through the application process.
2. Discuss with the child about the activities they may want to pursue to qualify for the Imua Kākou program and help the child to meet those goals. The young adult must provide evidence of current participation when applying, when signing the Voluntary Care Agreement, for the initial hearing on the Imua Kākou case, and each month while in the program. Qualifying activities include:
 - a. The activities listed in **A. 5.** above;
 - b. **5. c.** includes working less than 80 hours per month, residential treatment, volunteering, externships, and financial literacy or work skills training courses. If necessary, contact your Supervisor for other qualifying activities.
3. If applicable, document in the child's Permanent Plan that the child is moving towards entering the Imua Kākou – Young Adult Voluntary Foster Care Program.

4. Encourage the child to attend a Youth Circle where the Imua Kākou program can be explained in greater detail and where the child can create a transition plan (please consult with your supervisor about whether this plan qualifies as a 90-Day Transition Plan).
5. Refer the child to the Independent Living Program. An Independent Living worker can assist the 587A worker with connecting the child to appropriate programs and resources.

E. 90-Day Transition Plan. Federal law requires that every child in foster care have a 90-Day Transition Plan that is updated during the 90 days before they emancipate from care at age 18 through age 21. Please see the definition of 90-Day Transition Plan. For children under Chapter 587A, the Independent Living Transition Plan (ILTP) or Youth Circle Transition Plan may serve as the 90-Day Transition Plan if the federal requirements for 90-Day Transition Plans are met.

1. The 587A worker shall:
 - a. If the child does not have a transition plan that complies with federal requirements, refer the child for Independent Living Program (ILP) services or EPIC so that a 90-Day Transition Plan can be developed with the child. The child can make the plan as detailed as they want.
 - b. Make certain that the 90-Day Transition Plan is updated with the child at least every 6 months.
 - c. Ask the child about their progress towards achieving the goals of the 90-Day Transition Plan.
 - d. Communicate with service providers about the child's progress in the services outlined in the plan.
 - e. Make certain that the 90-Day Transition Plan is updated with the child within the 90 days before the child emancipates at age 18 or older while under Chapter 587A jurisdiction.
 - f. Submit the 90-Day Transition Plan to the court as part of the case plan for Permanency Hearings and for the child's last 587A hearing.
 - g. Make certain that the 90-Day Transition Plan is uploaded to Shaka.
 - h. Make certain that the 90-Day Transition Plan is made available to the child.
2. The INDEPENDENT LIVING PROGRAM (ILP) WORKER shall:
 - a. Work with the child to create an Independent Living Transition Plan (ILTP) that may include entering the Imua Kākou program as a goal.
 - b. Actively engage the child in developing the ILTP as the child's 90-Day Transition Plan.
 - c. Monitor the child's progress towards achieving the plan's goals, which might include becoming eligible for the Imua Kākou program. Offer the child assistance.

- d. If the child is interested in the Imua Kākou program, encourage the child to pursue more than one activity to increase their chances of maintaining eligibility.
- e. Communicate with the 587A worker about the child’s progress.
- f. Update the 90-Day Transition Plan with the child at least every 6 months.
- g. Update the 90-Day Transition Plan with the child within the 90 days before the child emancipates at age 18 or older while under Chapter 587A jurisdiction.
- h. Submit the 90-Day Transition Plan to the 587A worker as part of the case plan for Permanency Hearings and for the child’s last 587A hearing.
- i. Upload the 90-Day Transition Plan to Shaka.
- j. Make the 90-Day Transition Plan available to the child.

F. Documents Necessary for Independent Living. Certain documents are required for obtaining employment and housing and enrolling in school. Thus, the 587A worker and/or INDEPENDENT LIVING PROGRAM WORKER shall make certain that children have the following documents before they turn 18 and to meet their transition plan goals:

1. Birth certificate, and if applicable, adoption or name change decree;
2. Social Security card or permanent residency card;
3. High School diploma or GED transcript;
4. Grade transcripts, and if applicable, Individualized Education Program (IEP) and disciplinary reports;
5. State ID, State driver’s license, or US passport;
6. Health insurance or Medicaid/MedQuest card;
7. Medical, health and dental records; and
8. If the child is Native Hawaiian, or is eligible to register for membership in a federally recognized Indian tribe, birth certificates of biological parents, biological grandparents, and even biological great grandparents if required to prove ancestry for financial aid and scholarships.

G. Imua Kākou Eligibility Process (application and supporting documents). An online application for the Imua Kākou program must be completed to begin the eligibility process. The application can be accessed by the child on Shakatown after registering. The application is lengthy as it contains many important data collection elements required under the Federal program. Anyone can assist the young person in completing the application, including the 587A worker, INDEPENDENT LIVING PROGRAM (ILP) WORKER and EPIC `Ohana. The child will not be eligible for the Imua Kākou program until the requirements in **A.** are satisfied and an

application is submitted.

1. The 587A worker shall:
 - a. Ensure that an application has been completed for any child, under 587A jurisdiction, seeking admission into the Imua Kākou program;
 - b. Assist the ILP WORKER in obtaining documents to support the child’s eligibility for the Imua Kākou program;
 - c. Make certain that all documents obtained in support of the child’s eligibility are uploaded to Shaka;
 - d. Actively check on the progress of the child’s application; AND
 - e. Communicate with and assist the ILP WORKER and/or the CWS Liaison in this process.

H. List of Acceptable Documentation for Eligibility.

1. **Enrollment in High School or GED Program:** School transcript; OR letter from the Principal, Program Director, or school registrar.
2. **Post-Secondary Education or Vocational Program:** School transcript; OR letter from the Dean, Program Director, or Admissions office.
3. **Employment (full-time, part-time, on-call, independent contract, self, etc.):** Recent pay stub; OR letter from employer with employer’s Tax ID number.
4. **Activities to promote or remove barriers to employment (including working less than 20 hours per week, apprenticeships, internships, volunteering, employment preparation and skills training, residential substance abuse treatment, etc.):** Documentation supporting employment for less than 80 hours per month; Letter of enrollment from the Hawai‘i Department of Labor and Industrial Relations, Unemployment Insurance Division, or other employment service; letter of acceptance or participation; resume drafts; copies of completed job applications, etc.
5. **Medical Condition:** MDT report, letter from the diagnosing or treating doctor, OR other written documentation identifying a qualifying medical condition (e.g. high-risk pregnancy, impending or recent child birth, physical injury, schizophrenia, etc.), the projected time frame for how long the medical condition is expected to render the young adult disabled and from what activities, and recommendations for treatment, management, and improving the young adult’s prospects for becoming independent and self-sufficient

- I. **Voluntary Care Placements.** Young adults make their own living arrangements while in the Imua Kākou program. A goal for young adults in the Imua Kākou program is to live independently in *approved* Supervised Independent Living Settings. A variety of living arrangements are permitted while in Imua Kākou voluntary foster care, e.g. renting a room,

living with biological parents or former resource caregivers, living in a dormitory, etc., so long as the DHS has placement oversight. What this means is that once the young adult signs the Voluntary Care Agreement, the DHS will have an Imua Kākou case manager visit the residence within 60 days to assess the placement and young adult for housing services. Additional home visits will occur as necessary and at each new residence. As in 587A cases, monthly in-person visits are required.

1. The 587A worker shall:

- a. Ask the child where they plan to live while participating in the Imua Kākou program and get a physical address.
- b. If the child is uncertain about where they will live after the 587A case is terminated, make it a priority to work with the IINDEPENDENT LIVING PROGRAM WORKER to secure a placement before the 587A case closes.

J. MedQuest. The 587A worker shall:

1. Complete DHS Form 1106. This form is for new applications, to make or report changes to existing accounts, and to notify MedQuest Division (MQD) when any foster child exits care at age 18 or older under 587A jurisdiction and to continue coverage until age 26.
2. Inform the child that coverage will continue until age 26, so long as MQD has the child's current contact information. If mail from MQD is returned, coverage may be suspended or terminated.
3. Assist the child in reapplying for coverage, if MQD suspends or terminates coverage before the 587A case is closed.

K. Child Is Ineligible for Imua Kākou. If the child remains ineligible for the Imua Kākou program, the 587A worker shall:

1. Ensure that the child's 90-Day Transition Plan is updated within the 90 days before the child emancipates from care at age 18 or older under 587A jurisdiction;
2. Inform the child that they will exit foster care after the hearing to terminate 587A jurisdiction, or as court ordered at age 18 or 19;
3. If an application for the Imua Kākou program was *submitted* on Shakatown, inform the child that they will be contacted by the CWS Liaison to discuss the disposition and possibly to connect the child to the Independent Living Program;
4. Inform the child that they can contact the 587A worker, Intake, ILP WORKER, CWS Liaison, EPIC `Ohana, or apply on their own on Shakatown to enter the Imua Kākou program at any

time before the age of 21;

5. Inform the child that they are eligible for Youth Circles and MedQuest coverage through age 26; AND
6. Inform the child that they may be eligible for other benefits, provide information about those benefits and provide a contact number, e.g. Higher Education Program and Independent Living Services.

L. Transitioning Young Adults Directly from the 587A Case into Imua Kākou. If a child under 587A jurisdiction begins an application for Imua Kākou, a CWS Liaison will contact the 587A worker to discuss the possibility of transitioning the child into Imua Kākou immediately after the hearing to terminate the 587A case or the child's 18th birthday.

M. Voluntary Foster Care Roles of the 587A worker, Independent Living Program (ILP) Worker and CWS Liaison.

1. **The 587A worker** is responsible for consulting with the child about voluntary foster care, Imua Kākou, Youth Circles, MedQuest eligibility, and other benefits including Higher Education payments and Independent Living Program services; monitoring the child's progress in services while under 587A jurisdiction; completing the Imua Kākou Application; ensuring that each child has a 90-Day Transition Plan updated within the 90 days before the child emancipates from foster care; gathering and uploading documents to Shaka; attending any hearings for the 587A case; and closing the 587A case in CPSS/Shaka. Once the 587A case is closed, the 587A worker will have no case management responsibility for the case. The 587A worker may play a supportive role to the young adult.
2. **The Independent Living Program (ILP) Worker** shall collaborate with the child to create an Independent Living Transition Plan (ILTP) that may serve as the 90-Day Transition Plan; work with the child to update the ILTP at least every 6 months and within the 90 days before emancipating from care; upload transition plans and other documents to Shaka and make the documents available to the child; and assist the child to become eligible for the Imua Kākou program.
3. **The CWS Liaison** shall be responsible for managing Imua Kākou applications; opening and closing the Imua Kākou case in CPSS/Shaka; completing Voluntary Care Agreements and consents; preparing and filing the petition to enter Imua Kākou; approving placements; ensuring Imua Kākou voluntary foster care payments are made and services are provided; approving Imua Kākou case plans and court reports; filing and distributing Imua Kākou case plans and court reports; uploading court documents to Shaka; attending ALL Imua Kākou hearings; ensuring that data is logged into Shaka/CPSS; and communicating with the IMUA KĀKOU CASE MANAGER, 587A worker, and Independent Living Program worker.